ST AGNES PARISH COUNCIL

Parish Clerk & RFO: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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30th July 2025

TO MEMBERS OF THE HUMAN RESOURCES COMMITTEE:
Councillors: Brown, Kimberley, Palombo, Clark, Mankee-Williams.

Dear Members,
I hereby give you notice that a meeting of the Human Resources Committee of St Agnes Parish Council will be held on **Tuesday 5th August 2025** at the **Parish Rooms, 17 Vicarage Rd, St Agnes**, at **10:15**. All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.
Yours sincerely

Catherine Nutting, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media, or members of the public. Members of the public are advised that they will be excluded from the meeting after item "Public Bodies (Admissions to Meetings) Act 1960".

AGENDA

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.
Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

1.	**Apologies for absence:** To **RECEIVE** and **RESOLVE** to **ACCEPT** any apologies	**1 min**
2.	**Declarations of interest/Request(s) for dispensations** To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.	**1 min**
3.	**Approval of minutes: 29th May 2025** To **RESOLVE** that the Minutes (both public & confidential) as above, having been previously circulated, be taken as read, approved and signed.	**1 min**
4.	**Public Bodies (Admissions to Meetings) Act 1960** To **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion for the following items: 5 – 11.	**1 min**
5.	**Staffing Matter** To **RECEIVE** and **NOTE** an update at the conclusion of the matter.	**2 mins**
6.	**Staffing Changes** (a) To **NOTE** a resignation and **RESOLVE** associated arrangements. (b) To **CONSIDER** an **INCREASE** in position hours and **RESOLVE** a course of action.	**10 mins**

7.	**Recruitment** To **RESOLVE** to **ADVERTISE** and **RECRUIT** the following positions, including to finalise Job Description, weekly hours, PayScale, advertising platform and budget and **ASSIGN** panels with full authority to shortlist, interview and appoint: - (a) Multi-Skilled Maintenance Worker - panel to include the P&BD Manager & Grounds Maintenance Manager. (b) Communications Officer & Library Assistant role - panel to include the Clerk & Library Manager. (c) Administration & Finance Assistant, with Planning Support - panel to include the Clerk & Deputy Clerk. (d) Trainee Cemeteries & Allotment Assistant - panel to include the Clerk & P&BD Manager.	**15 mins**
8.	**Updated Job Descriptions** To **NOTE** updates to the Deputy Library Manager and Cemeteries & Allotment Officer job descriptions.	**2 mins**
9.	**Position pay review** To **RECEIVE** and **NOTE** an update and **RESOLVE** associated arrangements.	**5 mins**
10.	**2025/26 Pay Award** To **RECEIVE** and **NOTE** an update.	
11.	**Employee Handbook review** To **RECEIVE** and **NOTE** an update and **RESOLVE** associated arrangements.	**2 mins**
12.	**Next meeting/items for inclusion** To **AGREE** the next meeting date and **NOTE** items for inclusion on the agenda.	**2 mins**