ST AGNES PARISH COUNCIL
Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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HR Committee Meeting Agenda

15 October 2026

Notice of Meeting

Date: 21 October 2026
Time: 11:30
Place: Parish Rooms, 17 Vicarage Rd, St Agnes, TR5 0TL

Summons to Attend

TO MEMBERS OF THE HR COMMITTEE:
Councillors: Kimberley, Palombo, Pudney, Clark, Law.

I hereby give you notice that a meeting of the Human Resources Committee of St Agnes Parish Council will be held as detailed above in the Notice of Meeting. 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

Members of the press and public are invited to attend. Meetings are held in public and may 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”.

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

Youth Strategy

The Parish Council is committed to supporting children and young people through its adopted Youth Strategy which shall inform all its decision-making.

Agenda

1. **Apologies for absence**

To receive and approve any apologies.
Time estimate: 1 min

2. **Declarations of interest/Request for dispensations**

To receive any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.
Time estimate: 1 min

3. **Committee meeting minutes: 1 July 2026**

To **RESOLVE** that the Minutes (both public & confidential) as above, having been previously circulated, be taken as read, approved and signed
Time estimate: 1 min

4. **Local Government Pension Scheme (LGPS) Employer Discretions Policy**

To **RECEIVE** guidance and review the Council's current policy, dated 2023 and **RESOLVE** to:

- **ADOPT** the template policy provided by The Cornwall Pension Fund
- **DETERMINE** the Council's position on each Employer Discretion; or, should the HR Committee consider professional advice necessary before deciding, **INSTRUCT** the Clerk to obtain quotations for consideration and approval by Committee Members via email, and commission the agreed advice for consideration at a subsequent Committee meeting.

Time estimate: 10 mins

5. **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: 6 - 12
Time estimate: 1 min

6. **Administration & Finance Assistant, with Planning Support: Recruitment update**

To **RECEIVE** and **NOTE** verbal update from the Clerk regarding the ongoing recruitment process as above.
Time estimate: 2 mins

7. **Facilities Operation: resignations and recruitment**

To **NOTE** the resignation as above and **RECEIVE** the Asset Management Committee's recommendation to employ a second cleaner, combining the role with maintenance responsibilities (AMC 35/26) and **RESOLVE**:

- To undertake a recruitment process for two (2) Facilities Caretaker
- To **APPROVE** the job description, person specification, weekly hours and pay scale
- To advertise on Indeed and assign an interview panel with full authority to shortlist, interview and appoint; interview Panel to include the Property & Business Development Manager, Grounds Maintenance Manager and one or two HR Committee Members, subject to availability.

Time estimate: 10 mins

8. **Finance Officer: resignations and recruitment**

To **NOTE** the resignation as above and **RESOLVE**:

- To undertake a recruitment process for the Finance Officer role
- To **ADOPT** the job description, person specification and pay as previously approved by the HR Committee and Full Council (H25/25, 18.11.2025, 180/25, 01.12.2025, H34/25, 17.12.25) for 30 hours per week.
- To advertise via CALC, Parish Council's website, newsletter, social media and in the local community and assign an interview panel with full authority to shortlist, interview and appoint; interview Panel to include the Clerk, Deputy Clerk and one or two HR Committee Members, subject to availability.

Time estimate: 5 mins

9. **Additional employment request**

To **CONSIDER** an employee's request to undertake freelance consultancy work in the agricultural sector for three hours each Friday, outside their contracted Council working hours, and **RESOLVE** whether to grant written permission under paragraph 18 of their employment contract, taking account of any potential conflicts of interest or impact on their Council duties.
Time estimate: 2 mins

10. **Staff Business Mileage – Essential and Casual Car Users**

To receive a report and consider revised staff mileage arrangements for essential and casual car-user status and Green Book allowances and **RESOLVE** to adopt recommended updated mileage rates.
Time estimate: 3 mins

11. **Communications Officer weekly hour review**

To receive a report and consider increasing the weekly hours of the role to be implemented in 2027/28 as part of budget preparation.
Time estimate: 5 mins

12. **Staffing matter**

To receive a verbal report from the Clerk regarding on ongoing staffing matter.
Time estimate: 2 mins

13. **Staff welfare, employer responsibilities and governance risks**

To consider a report from the Clerk concerning potential risks to staff welfare, the council's statutory obligations as an employer and associated governance, legal and financial risks and consider the recommendation for independent professional advice, risk assessment and protective measures. To **RESOLVE** any necessary actions.
Time estimate: 10 mins