



HELMDON PARISH COUNCIL



HR COMMITTEE MEETING

Minutes of the meeting of the **HR Committee** of Helmdon Parish Council at the Reading Room, Church Street, Helmdon at **on 4th August 2026 at 7:30pm**

Present: Cllrs Moody, Plunkett, Hart & The Clerk

In attendance: 0 Members of the Public

1. **To elect a chair of the committee for 2026/27 - RESOLVED** to elect Cllr Moody as the Chair
2. **To receive and approve apologies for absence** - None
3. **To receive any declarations of interest** - None
4. **To elect a vice chair of the committee for 2026/27 - RESOLVED** to elect Cllr Plunkett as the Vice Chair
5. **To review the clerk's job description** - Job description reviewed, Cllr Hart will make discussed amendments and report back to the Full Council
6. **To review the committee's terms of reference and agree any recommendations to make to the council** - After review of the HR Committee Terms of Reference, the following amendments will be recommended to the Full Council:
 - a. Increase of the committee membership from 3 to 4 councillors
 - b. Section 4 (Functions) to be split into two sections:
 1. Functions that the Committee will be responsible to make recommendations to the full council – 4.3, 4.8, 4.9, 4.12, 4.13, 4.14 (responsibilities affecting the budget)
 2. Functions that the HR Committee will be responsible for – All other currently listed functions (those not affecting budget)
 - c. An increase in the professional advice budget from £500 to £1000.
7. **To exclude members of the public and press on the grounds that the following business is confidential** - It was **RESOLVED** to exclude members of the public and press for Items 8 and 9

The Clerk left the meeting at 20:28

8. **To review and confirm staff terms and conditions** - The current pay scale was confirmed, and it was noted that a pay award is pending. It was noted that the clerk's salary is below the Auto-Enrolment earnings threshold. The council needs to confirm access to its Pensions Regulator account and to its Nest account. It was **RESOLVED**: That the Internal Controls Councillor (ICC) will scrutinise payroll information during the ICC quarterly check and that the chair will talk to the Clerk regarding the Pensions Regulator and Nest accounts.
9. **To consider the council's ability to provide a safe and respectful workplace including reviewing employment-related council policies** - The Monitoring Officer at WNC has still not provided direction. An incident log is being maintained. It was **RESOLVED**: To note the situation and review at the next meeting of the committee.

- 10. To agree a schedule of meetings for 2026/27** - It was **RESOLVED**: That the next meeting of the committee be held at 7:30pm on 6 October 2026 and that a schedule of meetings for 2027 be agreed at that meeting.
- 11. Close** - It was **RESOLVED**: To close the meeting at 20:51

Signed

Dated: