

Minutes of the Human Resources Committee Meeting of the Parish Council held  
at The Jubilee Room, Braywood Memorial Hall on Thursday 6th March 2025  
at 5:00pm

Present: Cllr. J. Glover (Chairman), Cllr. K. Elvin, Cllr. M. Pierce, Cllr. D. Wilson, Louise Steele (LGRC) Locum, (via Teams), Karen Kuderovitch (LGRC) Locum

**HR 055/2024 Chairman's request**

That all mobile devices were switched to silent for the duration of the meeting. A reminder to all in attendance of the fire safety regulations for the venue of the meeting

**HR 056/2024 To note apologies for absence and declarations of interest**

None received – all members present. Cllr. Wilson would join the meeting around 5.30pm.

**HR 057/2024 To note anyone intending to record the meeting**

None declared.

**HR 058/2024 Terms of Reference**

The draft document was reviewed and approved. Voted for unanimously. The document to be presented for full council's final approval.

**HR 059/2024 Health and Safety Locum Assistant Clerk to report**

BPC office have Croner visiting on 31st March 2025 for a full Health and Safety review.

Locum Clerk, Karen Kuderovitch advised that a Health and Safety Policy is required.

**HR 060/2024 Councillor Training Locum Assistant Clerk reported**

Karen Kuderovitch suggested that all Councillors receive in-house training, ideally once the final two vacant seats are filled. Initial enquiries had been made with Hampshire Association of Local Councils to ascertain availability and costings. Cllr. Parkinson and Cllr. Eginton had received some initial training at the BPC Office. A training policy to be drafted.