

Minutes of the HR Committee held at Braywood Memorial Hall, Fifield Road, Fifield on Thursday 16 October 2025 at 4.00 pm

Those Present: Cllr Glover, Chair, Cllr Wilson. Cllr Parkinson, Cllr Filipczak-Korczak, Cllr Elvin and Cllr M Pierce

In Attendance: Mrs T J Predeth, Locum Clerk

HR 047/2025 Apologies for absence, declarations of Interest and Dispensations There were no apologies or Dispensations received.

HR 048/2025 To approve the minutes of the meeting held on 22 July 2025.

The minutes of the meeting held on 22 July 2025 were approved as an accurate record of the meeting and signed as such by the Chairman.

HR 049/2025 Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public

The meeting RESOLVED that the public should be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted i.e. staffing matters. There being no members of the public present, the meeting continued without adjournment.

HR 050/2025 Recruitment of Clerk / RFO

The Council considered a recommendation from the Chair of the HR Committee regarding the recruitment of a Parish Clerk/RFO.

Members noted that the council has been without a permanent Clerk for an extended period and that recruitment to parish clerk roles remains challenging.

An interview had been held with one candidate, a Deputy Clerk currently employed by a neighbouring town council, following earlier interview stages supported by the council's recruitment adviser and the Locum Clerk.

The Council noted that the candidate:

- Has several years' experience in local government as a Deputy Clerk.
- Is undertaking relevant professional qualifications.
- Has not previously held a substantive Clerk post.

The Council discussed the requirements of the role, including statutory responsibilities, governance, financial management, staffing matters, and the need for a consistent office presence to ensure public accessibility.

Members considered affordability and budget provision, noting that any appointment would need to be within the council's approved budget and subject to clear terms and conditions.

The Council recognised the risks associated with appointing a first-time Clerk and noted that transitional support would be available from the Locum Clerk, and Locum RFO.

It was agreed:

- That the candidate be invited to attend a Full Council meeting to introduce herself to members.
- That any offer of appointment, if made, would be subject to a probationary period with formal review points.

Actions:

- Locum Clerk to brief Full Council on the HR Committee's recommendation.
- Recruitment Advisor to prepare proposed terms, including probation and review arrangements, for Council consideration.

The meeting closed at 17.00.