

Stonesfield Parish Council

Minutes of the HR Committee meeting held on the 26th August 2025 at 7.00 pm in Stonesfield Village Hall.

Attendees: Cllrs L Bate, C Renshaw and P Lowe

Other present: 0 members of the public

25/1 Election of Chair for the Committee: Cllr C Renshaw was duly elected as the Chair of the HR committee.

Proposer: Cllr P Lowe

Seconded: Cllr L Bate

All in favour.

25/2 Apologies of absence: There was none.

25/3 Declarations of interest: There was none.

25/4 Approval of draft minutes from the last committee meeting. There were none as this is the first meeting of the newly formed committee.

25/5 CONFIDENTIAL SESSION: To resolve that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items due to the confidential nature of the business to be transacted. The committee **RESOLVED** to exclude the public and press.

Proposer: Cllr L Bate

Seconded: Cllr C Renshaw

All in favour.

a. Clerk's 6-Month Appraisal

- i. The Committee received the Clerk's appraisal summary.
- ii. It was confirmed that the Clerk's probationary period had been successful and will end on the 10th September.
- iii. In accordance with the Clerk's contract, the Committee approved progression by one salary increment.

Proposer: Cllr L Bate

Seconded: Cllr C Renshaw

All in favour.

b. Proposal to combine Clerk and RFO Roles

- i. The Committee considered the Clerk's proposal to take on RFO responsibilities.
- ii. It was agreed that the roles of Clerk and RFO will be formally combined once the Neighbourhood Plan is completed and the increase in hours will be discussed and agreed.

Proposer: Cllr P Lowe

Seconded: Cllr L Bate

All in favour.

c. Recommendations to Full Council

- i. The Committee recommends to Full Council that:
 - the end of the Clerk's probationary period and associated salary increment be approved; and

- the formal combination of Clerk and RFO roles be confirmed following completion of the Neighbourhood Plan and the increase in hours will be discussed and approved.

Proposer: Cllr P Lowe

Seconded: Cllr L Bate

All in favour.

25/6 Next Meeting: To be arranged as and when required.