

Charmouth Parish Council

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MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 9.00AM ON TUESDAY 11 MARCH 2025

In attendance: Cllrs Jane Bremner (Chair), Melanie Harvey, Katie Moore, Peter Noel and the Clerk, Lisa Tuck.

HR25/01 APOLOGIES FOR ABSENCE

There were no apologies for absence received, although Matt Smith was not present.

HR25/02 DECLARATIONS OF INTEREST

No declarations of interest were received.

HR25/03 MINUTES

It was

RESOLVED that the minutes of the meeting held on 24 October 2024 be agreed and signed by the Chair.

HR25/04 3 MONTH REVIEW (STAFF MEMBER 3) – Jane Bremner updated the Committee and reported that all is going well. Customer Service training to be refreshed.

HR25/05 REPORT OF APPRAISALS 2024 – Jane Bremner reported that she, Katie and Peter undertook the appraisals in November and the overall most noticeable improvement seemed to be with much better morale and teamwork.

Jane stated that the Clerk and Office Administrator are at full capacity with the ongoing daily Council tasks and there is very little slack for additional projects. She wanted to remind Councillors that if they are suggesting a project, they will need to be prepared to lead it and do the majority of the work.

Training needs to be pursued: Dog PSPO training for new members of staff; tractor training for new member of staff; NPTC Spray course renewal; customer service for new members of staff and general refresher before the season.

HR25/06 ENHANCED MANAGEMENT BENEFITS – the confidential report circulated separately sets out the proposal to Full Council.

HR25/07 SEASONAL BEACH ATTENDANT 2025 – In line with the approved budgets, it is agreed to invite last year's Seasonal Beach Assistant to return for similar dates as last year (early July-early September) plus Easter and Spring Bank holiday if possible as there is enough in the budget to cover this.

The meeting closed at 9.50am.

Proposals to Full Council:

HR25/06 Enhanced Management Benefits (circulated confidential report refers)