

# Charmouth Parish Council

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## MINUTES OF THE HR COMMITTEE MEETING HELD AT 11.30AM ON THURSDAY 12<sup>TH</sup> OCTOBER 2017 AT THE ELMS

In attendance: Cllrs David Clifford (Chair), Paul Oatway, Graham Bender and the Clerk, Lisa Tuck.  
(No response had been received from Chris Shirley-Smith)

### HR2.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Richard Acton (prior commitment).

### HR 2.2 DISPENSATIONS

No dispensations had been received.

### HR2.3 DISCLOSURE OF INTERESTS

There were none received.

### HR2.4 MINUTES

**RESOLVED** that the minutes of the meeting of the HR Committee held on the 7<sup>th</sup> June 2017, circulated to members, were a correct record and were signed by the Chair.

### HR2.5 ADDITIONAL STAFF COVER FOR

(a) **CHRISTMAS** – David Clifford had discussed the staff covering the Christmas period with the Facilities Manager and the Clerk confirmed that the following could be undertaken:

**Dave and Sean working normally up to Friday 22 December;**

**Sean would empty bins and the car park machine (up to 3 hrs in total) on Sunday 24 and Tuesday 26 December;**

**Dave working normally Wednesday 27, Thursday 28 and Friday 29 December;**

**Alan working normally Saturday 30 December and would empty bins and car park machine (up to 3 hrs in total) on Monday 1 January 2018.**

The Clerk confirmed that this arrangement is purely for this year and should not set a precedent for following years that should be considered individually. It was agreed by the Committee to accept the proposal with double time being paid to Sean and Alan on their non working days.

**ONE OFF EVENTS** – It was agreed that one off events such as the Red Arrows/bank holidays would be considered when budgeting for 2018/19.

### HR2.6 STAFF APPAISALS

David Clifford reported that Dave Humphrey had appraised the outside staff in the Spring and Lisa had appraised the office staff and Dave in August. David would be undertaking Lisa's appraisal in the next couple of weeks.

The meeting closed at 11.45am.

Signed .....

Dated .....