

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk



## MINUTES OF THE HUMAN RESOURCES COMMITTEE MEETING HELD AT THE ELMS AT 10.30AM ON TUESDAY 23 NOVEMBER 2021

In attendance: Cllrs Jane Bremner, Andrew Lightfoot, Katie Moore, Martin Sayers, and the Clerk, Lisa Tuck.

### **HR21/9 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Peter Noel and Judith Sheppard (both ex-officio members of the Committee).

### **HR21/10 DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **HR21/11 STAFF APPRAISALS – FOLLOW UP**

Cllr Jane Bremner confirmed that all 7 staff appraisals had been undertaken and the "write ups" had been sent to each member of staff for approval and signature. She was happy that all members of staff had felt that the process was beneficial.

Various issues had been raised, some for progression by the Committees which would be forwarded accordingly.

Cllr Jane Bremner reported on all the ideas and issues raised by each member of staff and various actions were agreed. It was proposed that a follow up meeting be held by Cllr Jane Bremner and the Clerk with the Facilities Manager to discuss the suggestions raised by the outside staff.

The meeting closed at 11.35am.