

CHALFONT St. PETER PARISH COUNCIL



MINUTES of Chalfont St Peter Parish Council **Human Resources Committee** meeting which took place on **Wednesday 8th February** at **7.30pm**

MINUTES

Present: Cllr Longshaw (Chairman), Cllr Jha (Vice Chairman), Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Shinner, Cllr Sahota and Cllr Smith.

In attendance: Clerk – Mrs. Evans.

THE CHAIRMAN ISSUED FIRE EXIT INSTRUCTIONS IN THE EVENT OF A FIRE

22. Apologies received from Cllr Rush.
23. No declarations of interest were declared.
24. The minutes of the previous HR meeting which took place on 8th November were proposed by Cllr Hatton, seconded Cllr Longshaw, agreed. The minutes of the EOM on the 21st December 2023 were proposed by Cllr Longshaw and seconded by Cllr Hatton, agreed.
25. Actions from previous meetings.

None outstanding
26. The committee are happy with the performance review process followed this year including the support of committee Chairman during the appraisals, suggestion is to repeat this process for 2024/5.
27. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1). **AGREED**
28. The Committee discussed the Parish Council staff pay review from 1st April 2024 and agreed an inflationary increase for each staff member. Proposed Cllr Hatton, seconded Cllr Longshaw, agreed.

The Clerk left the chamber at 8.03pm, returning at 8.35pm

The Council agreed a performance related increase for each staff member. Proposed Cllr Sahota, seconded Cllr Jha, agreed.

RECOMMEND TO MAIN COUNCIL.

ACTION – Clerk to bring back a training schedule with costs for those courses identified in this year's appraisal process.

ACTION – Clerk to provide staff pay rates when discussing pay reviews in the future. C'fwd to Feb 2025.

Meeting finished at 8.45pm.

Signed

Date