

Kimberley Town Council

Minutes of a meeting of the **Human Resources Committee** held on **Tuesday 18th April 2023**, in the Parish Hall starting at 7.00pm.

Present: Cllr A Mason Cllr T Rood Cllr J Wickham (Acting Chair)
Council Officers: J Darbyshire - Town Clerk
Members of the Public: None present

- HR/23/95 **Apologies for Absence**
Apologies for absence were received from Cllr S Boneham, Cllr N Oakden and Cllr E Tansley.
Also absent, no apologies given, Cllr J Pearce.
- HR/23/96 **Declarations of Interest**
None declared.
- HR/23/97 **Minutes of HR**
The Minutes of the HR meeting on 17th January 2023, having been circulated to all Councillors, were taken as read and noted. The meeting adopted the minutes as a true and accurate record and they were signed by the Chair.
- HR/23/98 **Revised Staff Contract**
It was **resolved** to adopt the revised staff contract, based on the NALC model contract.
- HR/23/99 **Staff Handbook**
The revision of the staff handbook will be carried over to a future meeting.
- HR/23/100 **Office “Etiquette” Guide**
Cllr J Wickham to include in her report to Full Council.
- HR/23/101 **Dates of Next Meetings**
Full Council – Thursday 27th April 2023
Annual Parish and Council – Thursday 25th May 2023
- HR/23/102 **Exclusion of Public and Press**
RESOLVED that, under Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.
- HR/23/103 **Staffing Matter**
All matters were **resolved**.

There being no further business, the Chair thanked Councillors for their contributions and closed the meeting at 7.20pm