**TREETON PARISH COUNCIL**

**APPROVED MINUTES OF EXTRA MEETING OF THE PARISH COUNCIL HELD AT THE READING ROOM**

**ON MONDAY 4th DECEMBER  2023**

Present:

* Councillor: W. Parker-Foers (Chairperson)
* Councillors T Adair, V. Beckett R.J. Croxton, R. Rowbottom G. Scott

In attendance: J. James Clerk to the Council

**2023/186 Apologies for Absence**

Apologies were received from Cllrs. Baum-Dixon and Hickey

**2023/187 Public Question Time**

There were no members of the public present

**2023/188 Declaration of Interests**

There were no declarations of interest.

**2023/189 Establishments of a HR Committee**

The draft terms of reference for this committee were reviewed and agreed with amendments to the purpose of the committee to read …. including recruitment, performance and welfare,…. and to delete ….. select a suitable candidate for the role from those interviewed and make recommendation to the full Parish Council for that body to approve appointment and agree salary to be offered substituting …select a suitable candidate for the role from those interviewed, determine salary and offer employment

Resolved:      To create a HR committee and to adopt the draft Terms of Reference as amended for the same

Proposed:     Councillor Scott

Seconded:    Councillor Adair

Resolved:      That Cllrs Adair, Parker-Foers, Rowbottom and Scott sit on the HR Committee

Proposed:     Councillor Croxton

Seconded:    Councillor Beckett

**2023/190 Exclusion of the Press & Public**

Resolved:     To exclude the Press & Public on the grounds that the consideration of the following items may involve the likely disclosure of confidential information (s1 (2) Public Bodies (Admission of Meetings) Act 1960).

Proposed:     Councillor Beckett

Seconded:    Councillor Scott

**2023/191 Recruitment to post of Clerk/Responsible Financial Officer**

Resolved      That the job description, person specification, conditions of service and remuneration for the post of Clerk/RFO are agreed and that the process of recruitment is delegated to the HR committee including appointing to the post

Proposed:     Councillor Scott

Seconded:    Councillor Adair

**2023/192 Items for information/Future Business**

None

**2023/193 Date of the Next Meeting**

The date of the next ordinary meeting will be Mon 11th December 2024 at 6.30pm at the Reading Room.

The meeting closed at 8.30 pm

Chairperson:                                                                         Date: