Fishguard & Goodwick Town Council
Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister
Tel: 01348 874406
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Dear Council Member,

The Minutes of the Human Resources (HR) Committee Meeting held virtually, hosted by StarLeaf, on **Monday 24th May 2021** at 2.00pm

Cllr. Stokes was in the Chair.

Cath. Bannister
C. Bannister
Town Clerk/Responsible Financial Officer

HR MINUTES:

1/21 ELECTION OF CHAIRMAN TO THE HR COMMITTEE: TOWN CLERK
It was resolved that Cllr. Stokes be elected as Chair to the HR Committee

2/21 ELECTION OF VICE CHAIRMAN TO THE HR COMMITTEE: TOWN CLERK
It was resolved that Cllr. McCarney be elected as Chair to the HR Committee

3/21 APOLOGIES: CLLR. STOKES
To formally record apologies for absence and to record the attendance of Town Councillors.

Apologies were received from:
Cllr. Sturman – personal commitment and Cllr. Thickitt – work commitment.
Those Cllrs. who were present were:
Cllrs. Stokes, McCarney, Murphy and Ryan

4/21 DECLARATIONS OF INTEREST: CLLR. STOKES
No declarations of interest were declared

5/21 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES
As this is the inaugural meeting of the HR Committee, there are no previous minutes to review.

6/21 WHAT WILL THE COMMITTEE NEED TO CONSIDER: CLLR. STOKES
The Committee discussed the following:
Terms of Reference – to be created and drafted once the formatting and content of the committee is established.
Training Considerations – that Cllrs. would be required to acquaint themselves with HR policies and procedures through training. Cllr. Stokes will circulate documents to assist with this.

The Clerk agreed to forward the following documents to the committee: Job Description, Contract of Employment, Pay and pay scale details, holiday and TOIL entitlements.
There was a discussion with regards to the personal development of the clerk and annual reviews. This will be discussed further.
As the Clerk does not have a single line manager but is managed by the Town Council as a whole, there was a discussion with regards to a single point of contact. It was resolved that the Clerk would report day to day HR matters with the Chair of the Council/Committee for the purposes of continuity.

7/21 DATES AND TIMES OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held virtually on the fourth Monday of each month. The start time for all meetings, will be at the discretion of the Chair.
28th June 2021
26th July 2021

8/21 URGENT MATTERS: CLLR. STOKES

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Chair and the Clerk will need to be advised before the start of the meeting.

Please be advised that no resolution can be reached on non-agenda items but they can be discussed and deferred to the relevant committee for further discussion.

There being no further business to discuss, the meeting was closed at 3:29pm