

03/22

Notes of the Skellingthorpe Parish Council Human Resources meeting held on Tuesday 31st November 9.30am in the Parish Office. Present: Cllrs Shaw (Chair) C Coyle-Fox (Vice), J. Thorn, J Crockatt Cllr R Thorn.

Clerks: L Skinner M Rouston

Chair welcomed all to the meeting and said this was the formal meeting of the HR as the meeting held last Monday which should have taken place was classed as an informal meeting.

1. **Apologies for Absence.** To receive apologies where reasons for absence had been given to the clerk prior to the meeting: None

2. **To receive any declarations under the Localism Act 2011** - None

3. **To approve the previous notes of the HR meeting of the 5th September 2022.**

Chair went through the minutes of this meeting, and all agreed these were a true account. The Closed session minutes was discussed. CCTV was not mentioned but Chair spoke of the general purpose of the minutes was to record accurate intent of a meeting and not verbatim. Chair signed minutes and initialled one amendment.

4. **Review Council Policies.**

At the October Full Council Meeting, a working party was formed consisting of Cllrs.R.Thorn, C.Coyle-Fox and G. Bright. Other Councillors were invited to attend. Their first meeting will be held in the Parish Office on Tuesday 1st November to review all policies. Cllr. R. Thorn to do a presentation on Policies.

5. **Councillor Communication policy and emails.**

Email to Skellingthorpe Parish Council.gov.uk domain supplied by HCI. Chair spoke about his conversation with them which seem that our domain has been put on hold. Chair asked the Clerk/RFO about this which she knew nothing about. Chair suggested our IT support could have taken this over, he will telephone them and speak to them directly. In the meantime, Chair asked the Clerk/RFO to check on-line with 'Nominat' to see who is down as ownership of this domain.

Clerk spoke about the fire & Safety issues we have in the office. Although we have fire extinguishers checked on an annual basis, we are not fire & safety compliant within this office. We do have a back door, but it is not a 'fire door' only a security door. Discussion on this took place and Cllr. Coyle- Fox suggested Clerks to contact the Fire Safety Officer in Lincoln for a fire Safety Check. Also, to make enquiries on the cost of replacing our security door for a fire door. Clerk/RFO asked if a Budget/Precept meeting could be arranged for November when next year's budget can be set to take in to account these extra costs that we will have in the new financial year. Chair also wants Councillor Training to be increased. ✓

Dates were discussed and it was decided to have the Budget & Precept meeting on Tuesday 15th November at 7pm.

Next HR Meeting to be held on Monday 16th January 2023 at 9.30am

To resolve to go into Closed Session in accordance with the Local Government Act: to deal with further staffing issues. Not needed this time.

Meeting Closed at 10.30am.

Signed  (Chair) Date 20/11/2022