

Minutes of the meeting of Holbeach Parish Council HR, H & S and Data Protection Committee on Wednesday 5th February 2025 at 14:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr P Howden
Councillors : Cllr S Ball, Cllr T Wiltshire
Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

Meeting opened at

14:00

HR24/5-52 Apologies for Absence

1. To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. - None

HR24/5-53 Declarations of Interest

1. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items. None

HR24/5-54 Minutes

1. It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 28th January 2025 and to authorise the Chair to sign the official minutes.

Closed Session

It was resolved to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

Open Meeting Closed at

14:04

Closed meeting opened at

14:04

HR24/5-55 Staffing Matters

1. An update was received and it was **resolved** to agree the way forward with an ongoing staff issue as for the Clerk to liaise with Everwell and to offer an Open Spaces team member a six month contract from 01-04-2025
2. It was discussed and **resolved** to agree the way forward with a staffing issue as deferred from the last meeting as

- TOIL earned from attending meetings and holiday cover to be added to annual leave
- TOIL to be authorised by line manager
- Contract amendments as follows: Hours and days of work; TOIL arrangements and TOIL to be authorised by line manager & flexibility for other work commitments
- Clerk to draw up "how to" documents for all Finance procedures. Clerk & Deputy Clerk to have two hours per week to study
- Clerk to place access password for CCTV in sealed envelope, only to be opened by the Deputy Clerk in the presence of a member of the HR, H & S and Data Protection Committee

Meeting closed at

15:02

Signed Chair

Date

Council 05/02/25 Chair's initials.....