

MINUTES OF THE MEETING OF DERRY HILL & STUDLEY PARISH COUNCIL HUMAN
RESOURCES COMMITTEE
HELD AT LANSDOWNE HALL, DERRY HILL
MONDAY 20th JULY 2026

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

John Barnes	P	Philippa Todd	P	Claire Williams	P
Andrew Turton	P				

Minutes

49/26/HR To elect a chairman to the committee

It was unanimously resolved to elect Cllr Williams.

50/26/HR Apologies

To receive apologies.

All in attendance no apologies required.

51/26/HR Public participation/ Correspondence

51.1/26/HR Public participation

Opportunity for members of the public to address the Committee.

51.2/26/HR Correspondence

For the Clerk to report any correspondence not circulated.

52/26/HR. Declarations of Interest

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

53/26/HR. Chairman Announcements

No announcement.

54/26/HR. Review of Terms of Reference

Recommendation that the Committee note the [Terms of Reference](#)

No changes were required.

Terms of reference readopted and will be reviewed again in 12 months' time.

55/26/HR. Confidential Session - Chairman

Recommendation: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting

during the consideration of the following items of business. By nature of the confidential nature of the items of business to be transacted.

It was unanimously resolved to move into confidential session.

56/26/HR. Appoint committee member to record staff holidays and absence

The committee TOR require a committee member to be appointed to record staff holidays and absence.

A named councillor was appointed to record staff holidays and absence.

57/26/HR. Appoint committee member to complete staff appraisal

The TOR require a committee member to be appointed to complete the staff appraisal.

Discussion about need for training and need to bring together a formal way of completing the staff appraisal. JB & CW to bring together experience to get a format.

A named councillor was appointed to complete the staff appraisal.

58/26/HR. Review of work hours

To consider the attached report and complete the annual review of the Clerks works hours.

The report was noted and discussed. It was acknowledged that the role had changed considerably in the last year and fewer overtime hours were being accumulated. However, there were still some overtime hours logged which showed that the contracted hours appeared to be correct.

It was unanimously resolved to retain the Clerks hours at 15 per week and review at the next HR meeting.

59/26/HR. Review of training policy and training needs

To note the [training policy](#) and to identify the training needs for the Clerk and Councillors.

The Strategic plan states HR Committee will Produce, and update, the training needs for the Clerk and each councillor annually.

It was noted that there was a lot more training available this year and the Clerk was promoting these opportunities when they were advertised.

The clerk to ensure that a record of CPD/ training completed is available for discussion during the staff appraisal process.

There were no changes required to the training policy.

60/26/HR. Review of Clerks Grading

Complete the annual Formal review of Clerks Grading. Report and guidance provided for information.

The clerk explained the background of the grading review and provided an opportunity to provide clarification on the salary scales and progression through them. The clerk then left the room while the review was completed.

It was resolved to keep the Clerk on the same SCP.

The meeting closed at 20.45.