

# Minutes of HR Committee meeting held on 24<sup>th</sup> February at 6.30pm - Oakthorpe Community Leisure Centre

## CONFIDENTIAL ITEM

<http://www.odapc.co.uk/> or [www.oakthorpeclc.org](http://www.oakthorpeclc.org)

PRESENT: Cllr Gelder (Chaired) Cllr McKendrick, Cllr M Warren, Cllr Lauro Clerk Sue Redman

**APOLOGIES** – Cllr Dyason, Cllr Antill-Homes – accepted, unanimous.

**DECLARATIONS OF INTEREST** – Nil

**MINUTES OF HR COMMITTEE MEETING** held February 12th 2020

**RESOLVED** minutes are a true record

**REVIEW OF TERMS OF REFERENCE FOR HR COMMITTEE**

It was suggested that this was deferred to next HR Committee meeting

**RESOLVED** unanimous

**Meeting moved into confidential**

**CARETAKER RECRUITMENT**

Recruitment of new caretaker was discussed. Cllr Warren circulated three draft job descriptions. A suitable one was identified. It was proposed that the review was referred to the full council meeting on 11<sup>th</sup> March 2020

**RESOLVED** unanimous

**PARISH CLERK UPDATE**

A filing cabinet, printer and phone was required for the Clerk  
Storage of documents and compliance with GDPR essential

Cllr Gelder offered to source cabinet  
Clerk to source a printer  
Cllr McKendrick to look into access to a mobile phone.

**RESOLVED** Unanimous

**Payroll Process and GDPR**

The current payroll service provided by Heather Wells was discussed, the Clerk feedback on the service Heather Wells provides. It was suggested that a review was completed to check the service complied with GDPR. Proposed that this be recommended to full council.

**RESOLVED** unanimous.

**Next meeting tbc**

Meeting closed at 7.00pm