



## COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Highfield Park Visitor Centre  
Hill End Lane  
St Albans  
Hertfordshire AL4 0RA

Colney Heath Village Office  
83 High Street  
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### HR COMMITTEE MEETING

**Thursday 30<sup>th</sup> January 2020, 8.50pm Highfield Park Trust Office Atrium**

**PRESENT:** Cllr P Cook, Cllr C Brazier, Cllr J Mulroney, Cllr R Solts (Chair) & Ms. L Chaplin  
– Clerk/RFO, Cllr C Brazier (arrived 8.25pm)

#### 1. APOLOGIES

None required

#### 2. DECLARATIONS OF INTEREST

No declarations were made but would be noted if required throughout the meeting.

#### 3. PUBLIC PARTICIPATION

No members of the public present.

#### 4. MINUTES OF PREVIOUS MEETING

Minutes were noted and with no amendments made for accuracy, these were accepted as a true and accurate record of the meeting held 27<sup>th</sup> June 2019. Minutes proposed by Cllr Cook and seconded by Cllr C Brazier.

#### 5. GOVERNANCE

- a) Terms of Reference were discussed and an amendment to a maximum of 5 members and a minimum/quorum of 3 was noted. These would be amended and attached to the minutes to be accepted by Council.
- b) Members confirmed their acceptance of the Hand & Arm Vibration Control Policy. This would be put on the website and sent to relevant staff.
- c) The Equality Diversity Policy was adopted unchanged.
- d) The Equal Opportunities Statement and Policy was adopted unchanged
- e) The Recruitment Policy was adopted unchanged
- f) The Complaints Policy was adopted unchanged.

At 9.05pm Members resolved under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

#### 6. STAFFING UPDATE

The Clerk gave an overview of each of the staff, the parish offices and a short review of the current work being carried out. The Clerk then listed the current training for all staff both completed and future bookings.



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A selection of other Parish newsletters was shown to the members and it was recommended that the Clerk proceed with production of the newsletter in the form chosen.

### 7. MEMBER OFFICER PROTOCOL

The Clerk raised issues with members concerning incidents since the last HR meeting these included:

- discussion with the Scouts outside of the Parish Council
- Actions prior to and on 16<sup>th</sup> January 2020 with reference to the item 107. CHPC Chairman recognised he should not have removed the item
- SADC involvement with regards meeting 21<sup>st</sup> January 2020. It was confirmed by Cllr C Brazier that SADC had received a telephone call checking the whereabouts of the Cllr and this is why the email being discussed was sent. The Clerk confirmed that no member of the Parish Office staff had made any calls to SADC with regards to this meeting. A discussion on the challenges of double and triple hatted Councillors was useful and some action was suggested.
- Processes for Committees and working party meetings. A document for meetings at which the Clerk does not attend will be considered.
- Safety of staff and Councillors at meetings was discussed. Security would be considered after the next meeting is held.

### 8. CLERK REPORT

The report was received and noted. The following actions were agreed unanimously by members:

- The number of FOI's from one source was noted. The Clerk was keeping a record of hours worked on each FOI.
- A number of questions had come in on the relationship between the CHPC and the editor of the Parish E-News. A statement issued by the Clerk was noted and would continue to be used when the question was asked.
- The joint statement issued by the Scouts was approved.
- The recommendation to draft a Stress Management Policy was agreed and it was noted that County may have a policy already in place.

Meeting ended at 10.18pm