



COLNEY HEATH PARISH COUNCIL

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

Village Office
 83 High Street
 Colney Heath
 Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

REDACTED MINUTES OF THE COLNEY HEATH PARISH COUNCIL HR COMMITTEE MEETING HELD VIRTUALLY THURSDAY 3 DECEMBER 2020, 7pm

Members in attendance
Cllr C Brazier Cllr P Cook Cllr J Mulroney (from 7.16pm due to connectivity issues) Cllr R Solts (Chairman) Cllr N West Clerk of the Council, Ms. L. Chaplin
Due to the nature of the virtual meetings it is noted that members of the public may join and leave without notice so only Councillors leaving and joining the meeting will be documented.
Other attendees
None

HR-15	APOLOGIES & ANNOUNCEMENTS None received in advance of the meeting.
HR-16	DECLARATIONS OF INTEREST None declared or received
HR-17	QUESTIONS FROM THE PUBLIC No public present
HR-18	MINUTES OF THE PREVIOUS HR COMMITTEE The minutes of the meeting held 3 September 2020 were noted as being presented to Full Council as Item 55 on 25 June 2020 and recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record duly proposed and seconded then unanimously RESOLVED by a show of hands. Cllr C Brazier requested an update on the last item which the Clerk confirmed remained unresolved. It was noted by the Chairman that it was for the Clerk to determine any action required but that all councillors were supportive and ready to support or listen to any matters the Clerk or any other member of staff wished to raise.
HR-19	APPRAISAL ARRANGEMENTS 2020/21 The Clerk confirmed that appraisals for the Assistant to the Clerk and Finance Officer would be carried out by her. After reviewing other Parish Councils, it had become apparent that a third-party contractor did not normally carry out appraisals of the Clerk/RFO. After a robust and open debate with several views shared it was agreed that the appraisal for 2019/20 which was outstanding would be completed and shared at the next HR Committee meeting where a decision on the appraisal of the Clerk for 2020/21 would be made. Versions of appraisal forms from other Parish Councils would be sought for review and discussion.
HR-20	CLERK REPORT <ul style="list-style-type: none"> • Common Ranger now wears a personal man down alarm. • Action regarding staff contract as instructed – completed. • It was duly proposed, seconded, and RESOLVED that for this year only the Clerk be allowed to carry over 10 days of annual leave. • The Finance Officer working hours were discussed, the Clerk noted the points of discussion. • The Clerk was instructed regarding staff contracts, the Clerk noted the points of discussion.



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| | <ul style="list-style-type: none">• The Clerk has passed her Community Governance Level 4 qualification. A full report to be presented at the next HR meeting.• Date of the next meeting would be 4th February 2021 at 7pm. |
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The Chairman thanked all for their attendance and closed the meeting at 7.42pm

Meeting closed a 7.42pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 09/12/2020

Presented to Full Council 17/12/2020