



Minutes of the Plaistow and Ifold Parish Council's HR Committee Meeting held on 29th October 2024 held from 20.00 Winterton Hall, Plaistow.

Attendance: Cllr. Andrew Woolf (Chair of the HR Committee); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Sarah Denyer and Jane Bromley (Clerk & RFO).

HR/09/2024 **Apologies:** None.

HR/10/2024 **Disclosure of interests:** None

HR/11/2024 **Minutes: RESOLVED** to approve the Minutes and Confidential Minutes of the HR Committee meeting held on [9th April 2024](#) and resolve to sign via Secured Signing in accordance with Standing Order 12(g).

HR/12/2024 **Exclusion of Press and Public: RESOLVED** to exclude the Press and Public from the meeting during the consideration of item 7, in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that it may involve the likely disclosure of exempt information.

HR/13/2024 **Clerk and RFO Annual Appraisal**

Recommendation: - To review and complete the Clerk's Employee Appraisal and Development Form.

The annual appraisal was completed.

Action points arising.

1. Clerk and Councillor Denyer to meet to review the website.
2. Monthly Church Newsletter copy to be duplicated as an email newsletter and also posted on Facebook.
3. Clerk's report for the full council meetings to be a separate document.
4. Chairs to make sure during meetings that items on the agenda are fully closed, before moving onto the next item.
5. Clerk's hours to remain the same.

HR/14/2024 **Meeting reconvened.**

HR/15/2024 **Date of next meeting.** October 2025 unless an interim meeting is required at any time.

The meeting closed at 20.45

DRAFT