



**Minutes of the Parish Council's HR Committee held on Monday 13th October 2025 at
7.30pm Kelsey Hall, Ifold.**

- Attendees** Parish Councillors: Andrew Woolf (Chair); Sophie Capsey (Acting Full Council Chair); Sarah Denyer; Phil Colmer. No members of the public. Jane Bromley Parish Council Clerk.
- HR/1/25 **Apologies for absence:** Apologies received and accepted from Paul Jordan.
- HR/2/25 **Disclosure of interests:** None.
- HR/3/25 **Minutes: RESOLVED** as approved the Minutes and Confidential of the HR Committee meeting held on [22nd October 2024](#) and resolve to sign via Secured Signing in accordance with Standing Order 12(g).
- HR/4/25 **Exclusion of Press and Public**
Recommendation: - To resolve 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?5/25 **Clerk and RFO Annual Appraisal**
Recommendation: - To review and complete the Clerk's Employee Appraisal and Development Form.
RESOLVED the appraisal form was updated as attached.
- HR/6/25 **Meeting reconvened.**
- HR/7/25 **Date of next meeting.** October 26