
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE CiLCA

MINUTES OF THE HUMAN RESOURCES MEETING

held on 1st June 2026 at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT: Cllr S Snell Cllr R Tyrrell
Cllr S Unwin Cllr C Prescott

In Attendance: Katrina Baker (Clerk)
Stuart Fisher

HR26/001 Welcome

Cllr Snell, welcomed everyone to the meeting and thanked them for attending.

HR26/002 Election of Chairman

Cllr Sally Snell Proposed by Cllr S Unwin Seconded by Cllr C Prescott

All were in favour and thus it was

RESOLVED that Councillor S Snell be re-elected as Chairman of the Human Resources Committee for 2026/27.

HR26/003 Declaration of Acceptance of Office

Councillor Snell read and signed her Declaration which was witnessed by the Clerk.

HR26/004 Apologies

Cllr P Farrar Health

It was proposed by Councillor S Unwin, seconded by Councillor R Tyrrell that the apologies be accepted.

HR26/005 Election of Vice Chairman

Cllr P Farrar Proposed by Cllr S Unwin Seconded by Cllr S Snell

All were in favour and thus it was

RESOLVED that Councillor P Farrar be elected as the Vice Chairman of the Human Resources Committee for 2026/27.
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HR26/006 Declaration of Acceptance of Office

The Declaration of Acceptance of Office will be signed at the next appropriate meeting.

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HR26/007 Declarations of Interest relating to any matters on the Agenda

None

HR26/008 Terms of Reference

It was proposed by Councillor Unwin, seconded by Councillor Prescott, all were in favour and thus it was

RESOLVED that the Terms of Reference be confirmed for 2026/27.

HR26/009 Minutes of the meeting held on 2nd March 2026

It was proposed by Councillor Prescott and seconded by Councillor Tyrrell that the Minutes of the meeting held on 2nd March 2026 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 2nd March be signed as a true record.
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HR26/010 Matters Arising, not otherwise on the Agenda, for information

The Assistant Clerk is working towards the submission of the CiLCA portfolio – on completion, 1 SCP increase will be available. The funding has been included in the budget.

Regarding the Remuneration Panel Review, no information had been received since the review had been completed by TWC. The Clerk will write to the Monitoring Officer to request an update or a timescale for details of any changes to the scheme or increase that had been agreed.

HR26/011 Staff Structure

The new structure has worked well and all staff are to be congratulated. The parish council continues to offer additional support and help to our residents and all members of the team are working to capacity.

Members considered the possibility of investigating the employment of an apprentice. The Clerk will continue to make enquiries and ascertain information relating to costs and educational requirements. A conversation will also take place with Nova Training.

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HR26/012 Training Strategy

The revised Training Strategy had been agreed during the last financial year and now meets our requirements regarding both staff and councillors.

Councillors are to be reminded of the importance of training and information gathering in order that they can fulfil their role within the council professionally and with knowledge.

HR26/013 Bank Holiday Working

Members agreed that it is important to have a policy for Bank Holiday Working. All staff, regardless of their position or SCP, are entitled to bank holidays off work.

However, the Parish Council as a responsible employer, understand that, when there is a requirement for some or all staff to work, due to community building bookings or events, there should be a policy and a fair way of remunerating the staff. This needs to be in accordance with the contracts of employment. A document has been created to explain the offer – this is available on request and is only available to those eligible to receive it.

HR26/014 Date of the next meeting

5th October 2026

7pm

Hollinswood Neighbourhood Centre

An additional meeting may be required and the Chairman will call the meeting, giving three clear days' notice.

There being no further business, the chairman closed the meeting at 7.25pm.

SignedDate