
Hollinswood and Randlay Parish Council

Chairman of Human Resources: Cllr Sally Snell

Clerk: Katrina Baker MBE

MINUTES OF THE HUMAN RESOURCES MEETING

held on 6th October 2025 at 7.00p.m. at Hollinswood Neighbourhood Centre

PRESENT:

Cllr S Snell
Cllr S Unwin
Cllr R Tyrrell

Cllr P Farrar
Cllr C Prescott

In Attendance:

Katrina Baker (Clerk)
Stuart Fisher

HR25/057 Welcome & Introduction

Cllr Snell, welcomed everyone to the meeting and thanked them for attending. It had been expected that the outcome of the TW Community Governance Review would have been published before this meeting, but as the Boundary Review Committee has not yet completed the consultation processes, there is no further information available regarding any potential changes to the boundaries in The Nedge Ward, and any staffing matters that may come forward as a consequence of their decisions.

HR25/058 Apologies

None

HR25/059 Declarations of Interest relating to any matters on the Agenda

None

HR25/060 Minutes of the meeting held on 2nd June 2025

It was proposed by Councillor Snell and seconded by Councillor S Unwin that the Minutes of the meeting held on 2nd June 2025 be confirmed. All were in favour and thus it was

RESOLVED that the Minutes of the meeting held on 2nd June 2025 be signed as a true record.
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HR25/061 Matters Arising, not otherwise on the Agenda, for information

None

HR25/062 Staff Updates

With regards to the TW Community Governance Review, the Clerk and Assistant Clerk will be attending a briefing for all Clerks where TWC will offer more information about the process following the announcement of the final decision until the May 2027 elections. It is hoped that they will have an opportunity to ask questions regarding potential staff changes following the creation of new councils, as we plan for the worst case scenario but hope that the decision will be to allow Hollinswood & Randlay Parish Council to remain as it is, which is the view of the residents.

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Assistant Clerk

Stuart is settling into his new role well and is working towards obtaining his CiLCA qualification by July 2026. There have been no changes to his hours, he remains on 30 hours per week.

SNAC Co-ordinator

John continues to offer a wide range of activities for Members and attendance is good, with many new enquiries being received. There has been no requirement to use the additional hours, as yet.

Caretaker

All three community buildings are very busy with additional private hire functions which require additional cleaning and management. We are using the additional hours allocated.

Members wished to place on record their thanks to Jackie, her dedication is appreciated along with her flexibility – which is essential to cope with the additional private bookings. A thank you card will be sent.

Clerk

Thank you for implementing the revised salary scale, following the review of the role and responsibilities.

HR25/063 Holiday and Sickness Records

All staff are to be congratulated on excellent sickness records.

All staff are up to date with their holiday entitlements and are using their holidays appropriately throughout the year.

HR25/064 Training Strategy

The Code of Conduct Training, for all Councillors and Staff, took place on 16th June and the external trainer emphasised a number of points within the Councillors Code of Conduct that are important and must be taken into consideration at all times, to protect the reputation of the Parish Council.

All Councillors have been reminded of the Planning and Development Sessions, organised by Wrekin Area Committee, working with Telford & Wrekin Council.

All staff are continuing their Personal Development Plans, which is to be applauded. Congratulations to Liam who has successfully completed his Outdoor First Aid At Work.

Members and Staff are aware of Martyn's Law and have already added initial training, but more will be available in the coming weeks.

HR25/065 Date of the next meeting

1st December 2025

7pm

Hollinswood Neighbourhood Centre

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Depending on the outcome of the Community Governance Review, additional meetings may be necessary.

There being no further business, the chairman closed the meeting at 7.20pm.

SignedDate