



## Radcliffe on Trent Parish Council

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**Minutes of the meeting of the Human Resources Committee which was held on Tuesday, 4<sup>th</sup> November 2025 commencing at 1.00pm in the Dowson Room, The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

### Members Present:

Cllr Troy Jenkinson	Cllr Matt Douglas	Cllr Kirsty Hyndes
Cllr Irene Dovey	Cllr Oliver Bere (Remote)	

Also present:	Cllr Anne McLeod
Staff present:	Joe Pope, Business Operations Manager Claire Sutcliffe, Hall Manager (part meeting only)

	<b><u>Chair's Welcome</u></b>
	<b><u>Open Forum</u></b> No members of the public attended the meeting.
HR26- 025	<b><u>Apologies for absence</u></b> Cllr Nikki Farnsworth
HR26- 026	<b><u>Declaration of members interests and dispensation from non-participation</u></b> There were no declarations of members interests.
HR26- 027	<b><u>To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2)</u></b> It was agreed that members of the public and press should be excluded from the confidential agenda items. There were no members of the public or press present at the meeting.
HR26- 028	<b><u>To approve the minutes of the meeting held on 11<sup>th</sup> June 2025</u></b> With a note that Cllr Matt Douglas had attended the meeting in person rather than sent his apologies, the minutes from the meeting held on the 10 <sup>th</sup> October 2025 were unanimously approved. The minutes were therefore signed by Cllr Jenkinson in the meeting.

HR26- 029	<p><b><u>To receive a confidential staffing update and agree any actions necessary</u></b> <i>This item was excluded from the public and press</i></p> <p>Confidential updates were received and noted.</p> <p>Following the closure of the British Legion, it was reported that a large number of enquiries for alternative premises have been received. To assist with this significant increase in activity, it was proposed that an additional temporary resource should be engaged whilst recruitment activities for a Resident Caretaker are concluded. It will be made clear that this is a separate activity and is unrelated to the Resident Caretaker position.</p> <p>In conjunction, an advertisement for a Duty Officer will be prepared; this will be funded in part from additional revenue received from increased bookings.</p> <p>The above was proposed, seconded, and unanimously agreed.</p> <p>It was agreed that consideration will be given to future HR requirements to be incorporated as part of Budget preparation activities for FY2026/27.</p>
HR26-030	<p><b><u>To receive a confidential update on staff appraisals and performance management</u></b></p> <p>Following discussion, it was proposed that staff appraisals are delayed and postponed in the short term, due to the current changing circumstances. The proposal was seconded, and unanimously agreed.</p>
HR26-031	<p><b><u>To receive and consider changes to the job description fo the Hall Manager</u></b></p> <p>It was agreed that this item will be deferred in the short term due to other priorities.</p>
HR26-032	<p><b><u>To receive items for notification to be included on a future agenda – for information only</u></b></p> <p><i>Carried forward:</i></p> <p>To receive and consider changes to the job description for the Hall Manager</p> <p>Confidential staffing update</p> <p>Feedback on staff appraisals</p> <p>Consider DBS checks for all staff</p>
HR26-033	<p><b><u>To note the date and time of the next HR committee meeting:</u></b></p> <p>The next HR committee meeting will be held on Monday, 8<sup>th</sup> December 2025 at 9.30am</p>

The meeting closed at 2.05pm

Signed as a true record of the Meeting: \_\_\_\_\_

Dated \_\_\_\_\_

Presiding chair of approving meeting