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Parish Clerk: Sam Heynes  
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**Minutes of the Meeting of the Human Resources Committee  
held at 7.30pm on Thursday 10<sup>th</sup> June 2021**

**Cuckfield Parish Council adopted the General Power of Competence on 14<sup>th</sup> May 2020, all decisions made during this meeting are done so under this power.**

**Present:** Mr A Burton (Chairman), Mrs A King and Mr S Oversby-Powell

**In Attendance:** Mrs S Heynes (Clerk)

**Public Question Time:** None present.

**HR001 To receive apologies for absence**

None.

**HR002 Declarations of Interest**

None.

**HR003 To approve the minutes of the meeting held on 10<sup>th</sup> June 2020**

The minutes of the meeting of the 10<sup>th</sup> June 2020 were taken as read and confirmed as a true record.

**HR004 Confidential Business: Staff Matters**

Committee resolved to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to meetings) Act 1960) during consideration of the following confidential business to be conducted.

The Committee considered the report outlining recommendations relating to the current vacancies of Assistant Clerk and Part Time Grounds Person and resolved the following:

The part time grounds person vacancy would be discussed with an existing staff member and an interview offered to explain the remit of the role. Should the candidate be successful an additional 12 additional hours would be added to their existing role, at a new overall rate at Band 7 of LC1 (7-12) scale. If the existing staff member declined this offer, the committee would review the tasks again and reconsider how to proceed.

The Assistant Clerk vacancy was currently being performed by a temporary staff member and it was resolved to continue to do so until September 2021. Specific projects would be allocated to this role for completion during this period (Summer Hampers and the Skate Park event) and work would also commence on the initiative to work with the local community. A decision on how to advertise the role would be taken in August 2021.

**HR005** To note items arising after the preparation of this agenda which the Chairman agrees to take as urgent. **Such matters will be for noting only or deferral to a future meeting only.**  
None.

The meeting closed at 8.30pm.

Signed: \_\_\_\_\_