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Parish Clerk: Sam Heynes  
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**Minutes of the Meeting of the Human Resources Committee  
held at 8.30pm on Thursday 2<sup>nd</sup> December 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, Mr S Oversby-Powell and Mr M Sheldon

**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 2<sup>nd</sup> December 2021**

The minutes of the meeting of the 2<sup>nd</sup> December 2021 were taken as read and confirmed as a true record.

**HR004 To ratify the changes made to the Assistant Clerk role, to be known in future as n Communications and Admin Officer (based on the attached job description)**

The committee ratified the change of job title from Assistant Clerk to Communications & Admin Officer.

**HR005 To receive a general staffing and contractor update**

The Clerk reported the improved maintenance of the Cemetery and positive verbal and written feedback that had been received since the contractors had taken over on 1<sup>st</sup> June 2022. The Clerk was instructed to request the debris from the recent car fire was cleared away from the pathways to Cuckfield Recreation Ground.

The Clerk was instructed to ensure Horsefield Green was being cut on a weekly basis and that the fine strimming along the edges and around the trees needed to be completed as the site was looking untidy.

The new Communications & Admin Officer had been in role for 2 weeks and was settling into the team well.

**HR006 To consider whether to pay or contribute towards the travel costs for the Clerk's trip to Edinburgh w/c 4<sup>th</sup> July 2022 as part of Community Governance Level 5 studies (flights with Easyjet £127.44 and hotel £396.00 for 4 nights)**

Committee resolved to pay all travel and subsistence costs for the duration of the trip as it was business related travel.

**HR007** 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 8.46pm.

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