



The Queen's Hall
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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 3rd October 2024**

Present: Mr A Burton (Chairman), Mrs A King, Mr Oversby-Powell and Mr M Sheldon

In Attendance: Mrs S Heynes (Clerk)

Public Question Time: None present.

HR006 To receive apologies for absence

None.

HR007 Declarations of Interest

None.

HR008 To approve the minutes of the meeting held on 3rd June 2024

The minutes of the meeting of the 3rd June 2024 were taken as read and confirmed as a true record.

HR009 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.

Committee considered the confidential report that had been circulated and made the following recommendations and resolutions:

To recommend to Full Council that Noemi Ripert be offered the position of Clerk and RFO for Cuckfield Parish Council.

- To commence recruitment for a replacement Communications & Admin Officer.
- To secure, if possible, interim support for the initial period between the existing Clerk leaving and the new Comms & Admin Officer starting.
- To bring the weekly cleaning of both Cuckfield Village Hall and the Queen's Hall in-house.

HR010 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 8.00pm

Signed: _____