



RUDGWICK PARISH COUNCIL

Minutes of the Human Resources and Policies Committee Meeting of Rudgwick Parish Council held on Tuesday 7th July 2026 at 10.30am.

The meeting commenced at 10.29am.

Present: Councillors D Buckley, R Gardiner-Hill (Chair), P Kornycky, S Kornycky, D Palmer.

Also, taking part: Parish Clerk Anna Clayton, Assistant Clerk Sarah Hall.

HRP 001-26/27	Apologies for Absence There were no apologies for absence. Cllr Ian Maclachlan was absent.
HRP 002-26/27	Declarations of Interest It was resolved unanimously to note that no declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.
HRP 003-26/27	<u>Acceptance by members of the revised Terms of Reference for the Committee</u> It was resolved unanimously to recommend to Full Council to note: The document was reviewed and examined by the committee. Clerk to clarify details relating to ex-officio committee status and revised Terms of Reference for the Committee, to be agreed at the next committee meeting. Future agendas and meetings will exclude members of the public.
HRP 004-26/27	Public Speaking Session There were no public speakers.
HRP 005-26/27	Clerk's announcements/decisions/ Correspondence Update Training – Cllr training has been circulated for action to include: GDPR: The Basics Freedom of Information Data Protection: A UK Outlook Cllr R Gardiner-Hill thanked the Clerk for setting up the training.
HRP 006-26/27	Worknest – HR provision It was resolved unanimously to recommend to Full Council to note: Approval to include HR at cost of £1,350.00 per annum, to coincide with our current Worknest 60-month H&S and Fire Risk Assessments at a cost of £2,400.00 per annum contract, which commenced on the 1st January 2026. HR to be added within 9 months of commencement of contract. Clerk to check with Worknest on date of commencement required. To be approved at the July FCM.
HRP 007-26/27	Recruitment of Premises Warden – to consider job description and recruitment process timeline (job description circulated) It was resolved unanimously to recommend to Full Council for: The HRP Committee reviewed and considered the job description and recruitment

	process timeline. Initial advert to be placed in the Rudgwick Parish Magazine, RPC to consider other advertising avenues to post. Job description requires further consideration to ensure it portrays a clear purpose/responsibilities of the role. Cllr R Gardiner-Hill will be working on this alongside the Clerk.
HRP 008-26/27	Safeguarding Children and Adults at Risk/ Designated Safeguarding Lead It was resolved unanimously to recommend to Full Council to note: • Designated Safeguarding Lead – to recommend to the Council the appointment of a Designated Safeguarding Lead, Cllr R Gardiner Hill to take on the lead in the interim. • Safeguarding Children and Adults at Risk Policy – acceptance to adopt the policy, Cllr R Gardiner -Hill to advise the Parish Office on forms required. • Office staff to ensure that for regular hirers, the Terms and Conditions are updated to including determining who their Designated Safeguarding Lead is, obtain their contact details and also to check that the hirers have appropriate policies in place, i.e. Safeguarding Children and Young People & Child Protection or Safeguarding Adults.
HRP 009-26/27	Training It was resolved unanimously to recommend to Full Council to note: • The Clerk has set up Cllrs and office staff with their own log ins for the Worknest Learning Portal. • Clerk circulated the catalogue learning course to the HRP Committee, so future training can be looked at. Cllrs to include safeguarding in future training and to complete the GPR/data protection training already assigned. • Worknest free Training expires on 31st Dec 2026, HRP Committee to consider whether including the training package as a paid add on for 2027 is of use and value to the Council. To be re assessed Oct/Nov 2026 with costs.
HRP 010-26/27	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
HRP 011-26/27	Staffing, Human Resources and Clerk's Appraisal It was resolved unanimously to recommend to Full Council to note the Staffing Update: • Vice Chair Appointment of HRP Committee – Cllr P Kornycky proposed and Cllr D Palmer seconded the appointment of Cllr S Kornycky as Vice Chair of the Committee. • Clerks' appraisal process was circulated to the committee for comment, Cllr Gardiner-Hill to make the necessary amendments suggested and for the appraisal document to be affective and in use, the first quarter of next year. All staff appraisals have been completed for 2025/2026. • Councillors – The Clerk requested that Cllr participation and assistance would be appreciated in driving projects forward, reiterating that the Council is responsible for all decisions and the Clerk takes instructions from the Council as a body. Cllr assistance will aid this process and ensure projects are planned and completed, in a timely fashion for the benefit of the Parish.
HRP 012-26/27	Date of next meeting: Next 2026 date to be agreed It was resolved unanimously for the next Human Resources and Polices Committee meeting to be in October, date to be advised.

There being no other business, the Chairman closed the meeting at 11.46pm

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Chairman R Gardiner-Hill

Date

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