

MARHAM PARISH COUNCIL**MINUTES OF A MEETING OF THE HR and FINANCE COMMITTEE of the COUNCIL****Monday 23rd June 2025 at the Village Hall, School Lane, Marham, PE33 9JA, at 6:00pm****Parish Councillors:** Valerie Inder (Chair), Inga Barrett, Colin Heather (Elected Chair at item 2) and Heather Pearson**Clerk:** Mike Inder.**Apologies for absence:** None.**In attendance:** None.

- 1/25 **Opening address and apologies:** Cllr Inder opened the meeting and welcomed those present.
- 2/25 Cllr Barrett propose Cllr Heather as Chair of the HR and Finance Ctte, at this the inaugural meeting of the ctte, seconded by Cllr Inder. Cllr Heather accepted the nomination and was voted for unanimously.
- 3/25 **Declarations of Interest:** Cllr Inder declared a pecuniary interest in all matters relating to the clerk's employment.
- 4/25 The structure and organisation of the ctte was discussed and the dynamic of the Chair having a familial relationship with the Clerk required standard roles to be otherwise appointed in relation to the following:
- a. Clerk Appraisal: Cllr Inder could not be part of the process due to a DPI and the Cllr Barrett (Vice Chair of the Council) would need to remain outside of the process to act in the role of the Council Chair in the event of a dispute in the staff appraisal process or a grievance. As such only Cllr Heather and Cllr Pearson could be part of that process, so it was acknowledged a further Cllr would need to be appointed to the HR and Fin Ctte; Cllr Flatt has indicated that she would be willing to fill the role and can be appointed at the next full council meeting.
 - b. Staff Grievance/Complaint/Disciplinary: for the same reasons at item a Cllr Inder and Cllr Barrett should not be involved in these procedures.
- 5/25 **Clerk Contract:** The NALC 2024 model contract was tailored to the Clerk's employment and the key agreed aspects of pay, sick leave, holiday leave and pension (not claimed). The contract was signed by the Clerk and Cllr Heather.
- 6/25 **Q1 review:** The RFO provided a run through the Reserve balances and Budget. There were no risks to the budget overall albeit the late decision by the BC to increase waste collection services costs by significant amounts (eg dog waste in from c£900 to c£1750), however the reduction in Elect supply costs as a result of the Solar self-use savings (60% reduction in cost) and the future Solar Export Generation to be realised once the contract is set up will outweigh the unexpected increase over the budgeted amounts.
- 7/25 **Training:** The Financial aspects are well covered with the experience and training that have been undertaken or held in a professional capacity by ctte members. HR beyond day to day activities where litigation or disciplinary is likely to occur it was agreed that professional expertise would be sought, this should be budgeted for as a contingency.

Initials_____

8/25 **Future Meeting Schedule:** It was agreed to meet on 4 Aug and 29 Sept to transact business covering the end of the Clerk's probation period and Q2 budget review. A meeting to analyse the financial aspects of the Village Hall project will be arranged in addition as required.

9/25 The Chair thanked everyone and closed the meeting at 6.55pm.

Signed: **Chair.** **Date:**

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