

**MINUTES OF THE HR COMMITTEE MEETING HELD ON FRIDAY
14th JULY 2023 AT 9am AT THE VILLAGE HALL, PINFOLD LANE,
HOLTON LE CLAY, DN36 5DL**

1. TO ELECT A CHAIR PERSON OF THE HR COMMITTEE:

Councillor Wheeler was duly elected as Chair of the HR Committee.

2. CHAIRMANS WELCOME:

The Chair welcomed all those present and thanked them for their attendance.

3. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

None received, all members present.

4. TO RECEIVE DECLARATIONS OF INTEREST:

None

**5. PROPOSED BY COUNCILLOR WHEELER TO UPDATE THE
CLERK AND MAINTENANCE OPERATIVE JOB
DESCRIPTIONS:**

The clerk suggested expanding on Item 2 of the job description to include 'to be responsible for the production of the Councils year end accounts and the Annual Return.' And to add to Item 3 'Ensure procedures are in place to record all financial transactions, income and expenditure together with a complete asset register.

Councillor Reynolds suggested that the monthly checking of defibrillators is delegated to a councillor to take responsibility of rather than adding another item to the clerk's workload.

The downloading of data from the speed signs is also to be added to the job description and this responsibility shall remain with the clerk.

No amendments were suggested for the job description of the maintenance operative at this time.

Agreed.

6. DATE AND TIME OF NEXT MEETING:

To be agreed.