

Draft minutes of meeting of the Human Resources committee held in Brockworth Community Centre, on 10th December **2019 at 7pm**

1.	Attendance recorded as Councillors’ Scott McNeill, Ruth Hatton, Debbie Harwood, , Louise Gerrard, Committee agreed to elect Louise Gerrard as Chair of meeting
2.	Apologies recorded Charlotte Parry (chair). Non attendance Tracey Poulton Sara Stevens
3.	No Declarations of matters of interest on the agenda received
4.	Committee approved the draft minutes of 26 th November 2019-
5.	Committee noted update and confirm that the Business Clerk with Chair of Committee are authorised to appoint apprentice
6.	Committee noted update and confirm that the Clerk with Chair of Committee are authorised to appoint Community Administrator.
7.	Noted update on key person insurance cover – the application was unsuccessful. Date of next meeting 14 th January 2020 at 7pm Meeting closed at 19.06pm