

**Minutes of the meeting of the Human Resources Committee**

**Held on Friday 26<sup>th</sup> August 2022 at 2.00pm**

**Present:** Cllrs Sharman (Chair), Incorvaia, Doyle. Jordan

Town Clerk, Graham Spark

1	<b>To receive Members' apologies for absence – Cllr Hobbs</b>
2	<b>To receive Members' Declarations of Interest – None declared.</b>
3	<b>To approve the minutes of the meeting of 5<sup>th</sup> August 2022</b> <b>Proposed:</b> Cllr Doyle <b>Seconded:</b> Cllr Incorvaia <b>All in favour</b> 'That the minutes of the meeting of 5 <sup>th</sup> Aug 2022 be approved'
4	<b>Confidential items</b>  <b>Proposed Cllr Sharman   Seconded Cllr Doyle</b>  <b>'That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D due to the confidentiality of the matter being discussed as it relates to employees of the Town Council.'</b>  <b>All in favour</b>  The meeting went into confidentiality at 2.07pm  4.1 The Committee were update on staffing matters 4.2 The Committee received an update on the Market Porter Position 4.3 The Committee received an update on Staff Lieu payments 4.4 The Committee received an update on Staff and Councillor training 4.5 The Committee reviewed the Staff Contact and wished to make a resolution  The Committee came out of Confidentiality at 2.35pm  4.5 'The Human Resources Committee asked the Clerk to amend the new Staff Contract to make sure notice period is covered during the employee's probation period.  <b>Proposed Cllr Sharman      Seconded Cllr Incorvaia   All in favour</b>
5	<b>Date of next meeting</b> The date of the next meeting is to be confirmed  Meeting Closed 2.41pm  <b>Signed</b> <span style="float: right;"><b>Date</b></span>