Minutes of the meeting of the Human Resources Committee

Held on Friday 21st October 2022 at 2.00pm

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

Town Clerk, Graham Spark

1	**To receive Members' apologies for absence** – None
2	**To receive Members' Declarations of Interest** – None declared.
3	**To approve the minutes of the meeting of 14th October 2022** **Proposed**: Cllr Sharman **Seconded**: Cllr Jordan **All in favour** 'That the minutes of the meeting of 14th October 2022 be approved'
4	'The Human Resources Committee discussed and agreed to recruit the new Town Clerk internally and asked the current clerk to send a letter and job specification to all staff. Applications will close at 12pm on the 2 November 22. With interviews to take place on the 4th of November 22. **Proposed**: Cllr Incorvaia **Seconded**: Cllr Jordan **All in favour**
5	**Date of next meeting** The next meeting will be held on the 4th November 22 at 3.30pm in the TCO. Meeting Closed 2.32pm **Signed** **Date**