

Minutes of the meeting of the Human Resources Committee

Held on Tuesday 10th May 2022 at 2.00pm

Present: Cllrs Sharman (Chair), Jordan and Pyatt

Town Clerk, Graham Spark

1	To receive Members' apologies for absence – there were none
2	To receive Members' Declarations of Interest – none declared
3	To approve the minutes of the meeting of 26th April 2022 Proposed: Cllr Sharman Seconded: Cllr Pyatt All in favour 'That the minutes of the meeting of 26 th April 2022 be approved'
4	Confidential items - none
5	To review and amend if required the job descriptions for the Deputy Clerk and the Administrator roles The HR committee reviewed the job descriptions, no changes were required
6	To receive an update on the appointment of a Maintenance Officer. Cllrs were informed that all references had now been received and that the new maintenance officer would be starting on the 16 th May 2022
7	Date of next meeting. This was agreed as Friday 27 th May 2022 at 3.15 pm in the Town Council offices