

**Minutes of the meeting of Watton Town Council HR Committee held virtually
on December 10th 2020 at 2.00pm**

1. Present: Peter Bishop, Jane Fountain and Beryl Bunning. Apologies received from Stan Hebborn.
2. No Declarations of Interest made.
3. Resolution passed to exclude the public and press to consider staffing matters.
4. Minutes from the meeting held on October 22nd 2020 accepted and will be signed by the Chairman as soon as possible.
5. All staff appraisals for 2020 have been undertaken.
The HR Committee will recommend to Full Council that the Clerk and Deputy Clerk receive 1 pay rise increment as from April 1st 2021. All other employees are already at the top of their relevant pay scale.
6. As agreed at the Full Town Council meeting on 24.11.20 the current PEPSO is to be offered a part time position with Watton Town Council on her current National Joint Council for Local Government Services (NJC) terms and conditions of service. To this effect the PEPSO will be formally sent a letter offering her the position from July 1st 2021.