

**Minutes of the meeting of Watton Town Council HR Committee held on
September 28th 2021 at in the Council Office**

Present: P Bishop-Chairman, Beryl Bunning, Pat Warwick and Stan Hebborn

1. No apologies for absence received.
2. Resolution passed to exclude the public and press to consider staffing matters.
3. No Declarations of Interest made.
4. Minutes from the meeting held on 15.06.21 agreed and signed.
5. Health & Safety Policy
The Health & Safety Policy was considered and will be presented to Full Council following slight suggested amendment relating to annual review of the policy and staff responsibilities.
6. The Clerk's 2021 Appraisal was undertaken and a copy of the confidential appraisal record if filed.
7. No further meeting date set.