

**Minutes from the meeting of Watton Town Council HR Committee held on
August 25th 2022 at 2.00pm at Wayland Hall**

Present: Peter Bishop - Chairman, Stan Hebborn and Pat Warwick.

1. Apologies for absence received from Beryl Bunning.
2. Resolution passed to exclude the public and press to consider the staffing related matters
3. Declarations of Interest made by Stan Hebborn regarding possible use of IT service providers
4. Minutes from the meeting held on 26.05.22 accepted and signed by the Chairman.
5. Review of Watton Town Council Communications Policy:
 - Suggested amendments to the draft Information Technology, Communications and Social Media Policy were considered and will be made by Stan Hebborn before the policy is presented to the Full Council.
 - Sections 4,5 and 6 of the policy will be further considered following planned GDPR training on October 4th 2022. The HR Committee will meet again on November 1st.
 - Before the next HR meeting the Clerk will obtain estimated costs to provide all Councillors with a laptop or tablet for Council use. A Zoom meeting will be booked with a possible service provider.
 - Councillors need to be made aware of why Councillors should have a Council device and a dedicated Town Council e-mail address. Office to produce clear unambiguous report.
6. Date of next meeting: Tuesday November 1st 2022