

**Minutes of the meeting of Watton Town Council HR Committee held at
Wayland Hall on Monday 5th December 2022**

Present: Peter Bishop (Chairman, Beryl Bunning and Pat Warwick

1. Apologies for absence received from Stan Hebborn.
2. No Declarations of Interest made.
3. Minutes from the HR meeting held on 14.11.22 were agreed as a true record.
4. The focus of the meeting was to consider the report of the review of the Council staffing as compiled by the Clerk following discussion at her annual appraisal.

From the Report it was suggested the Clerk should hold regular staff team meetings to keep all staff up to date, particularly on matters raised at Town Council meetings.

The Clerk will also talk with all staff regarding points raised within the Report and how job descriptions may be adapted to relate better to working practice. The areas of further review will focus on:

- IT
- Finance
- Research and projects
- CHT

A recommendation will also be passed to the Finance Committee:

The HR Committee would request that a sum of money be allocated within the 2023 budget to possibly employ another member of staff once the review of job descriptions has been completed.

5. The next meeting of the HR Committee will be scheduled for January 2023.