

**Minutes of the meeting of Watton Town Council HR Committee held at
Wayland Hall on Thursday June 29th 2023**

Present: Stan Hebborn (Chairman), Sue Hebbon and Gillian Tarrant

Also invited and present as members of Watton Town Council Finance Committee and Charlotte Harvey Trust Management Committee : Peter Bishop, Tina Kiddell, Kathryn Stallard and Don Saunders.

1. No apologies for absence received as all present.
2. Resolution passed to exclude the public and press to consider staffing matters.
3. No Declarations of Interest made.
4. Minutes from the HR Committee meeting held on 14.06.23 were accepted as a true record of the meeting and signed by the Chairman.
5. Increase to staffing hours.

10/Jul/23 

A need has been identified to increase staffing hours to support the Charlotte Harvey Trust (CHT).

It is suggested two new roles should be created - caretaker and administrator.

The roles should be seen as beneficial to both the Council and the Charlotte Harvey Trust.

Points raised:

- Cleaning of the CHT building is causing some concern as it is felt more hours are needed to ensure a good job.
- A caretaker role for the CHT building could include cleaning duties. The cost of the current cleaning contractor would be absorbed into the salary for the caretaker.
- Caretaker hours could be flexible.
- Both roles would be part-time.
- Admin role could be part of a "Community Project Officer" role.
- The Community Project Officer could continue working towards the current vision of the CHT building becoming a community hub but could also manage community civic events.
- The Council is considering using an event management company to run its larger entertainment events.
- Current staff could be offered the new roles which could result in a neutral cost for the position should any current Council position not then be filled.
- The £50,000 already set aside for additional staffing should cover the cost of the Food Hub Supervisor as well as any additional role.

It was agreed the job profiles for two new roles as discussed for a Caretaker/Cleaner and a Community Project Officer will be compiled to be presented to Full Council on July 11th 2023.

It was also suggested IT training should be booked for all current staff to attend at Wayland Hall.

6. A further meeting of the HR Committee with Finance Committee and Charlotte Harvey Trust Management Committee members was scheduled for Monday June 10th @ 2.00pm.

A proposal for additional staffing will then be presented to Full Council on July 11th 2023.