

**Minutes of the meeting of Watton Town Council HR Committee held at
Wayland Hall on Monday 10th July 2023**

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

Also invited and present as members of Watton Town Council Finance Committee and Charlotte Harvey Trust Management Committee: Peter Bishop and Kathryn Stallard

1. Apologies for absence received from Don Saunders and Tina Kiddell.
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 29.06.23 were accepted as a true record of the meeting and signed by the Chairman.
5. Job Descriptions for new roles.

Draft job descriptions for the suggested additional staffing roles of Community Project Officer (CPO) and a Community Hub Caretaker (CHC) were considered.

Points raised:

- The current Projects, Events and Promotions Support Officer (PEPSO) role could be re-structured to become the new CPO role, without event organisation.
- The events work of the PEPSO role could be managed by a contracted events organisation company. Research is needed asap as to what companies would offer and whether any are available to manage events already scheduled for 2023.
- The CPO role should have an established pattern of hours to be worked agreed by the Clerk as line manager.
- CPO role will include issue of invoices for hire of the Charlotte Harvey Trust building and payment of bills received, so alleviating work currently undertaken within the Town Council Office.
- New roles can be regularly reviewed.
- Role of CHC could be supervised by CPO but management of all staff positions sits with the Clerk.
- Cleaning rota for CHC could be established to include cleaning check sheets.
- Position of CHC to be offered for 20hrs per week (4 per day) initially with a view that hours may be increased if necessary.
- Positions could be offered internally prior to general advertising.

1400
11th Jul 23



- Suggested amendment to job description for CHC: to include support for the Town Operative and notice that job includes benefits such as work uniform.

Job descriptions were accepted as presented once amended as suggested.

A proposal will be made to Full Council on 11.07.23 to create two additional Town Council staffing posts for

(1) a Community Project Officer and

(2) a Community Hub Caretaker.

6. No further meeting date set.