



Watton Town Council

Minutes of the Meeting of the HR Committee of Watton Town Council
held in Wayland Hall on Monday February 5th 2024.

Councillors present: Stan Hebborn Chairman, Sue Hebborn, Tina Kiddell, Don Saunders, Gillian Tarrant.

Also present: Jane Scarrott, Clerk

1. No apologies for absence
2. A resolution was passed to exclude the public and press to discuss staffing matters.
3. No Declarations of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda made.
4. The minutes of the Events meeting held 21.11.23 were signed by the Chairman as a true record of the meeting

4.1 Update from the Chairman re. previous meetings

It was noted that two previous meetings had not been held as not enough Councillors attended so the meetings were not quorate. Councillors were asked to inform the Office as early as possible if they are unable to attend a scheduled meeting.

5. Staffing Matters

- A request from a member of staff to take three weeks leave during 2024 was agreed.
- The Events & Marketing Officer is due to start work on 04.03.24.
- The Clerk's 2023 Annual Appraisal has been undertaken.
- Town Operative 2

Much consideration was given to the employment of a second Town Operative (TO2).

It was agreed the TO2 should have the same responsibilities as the current Town Operative. Therefore the job description for both TO and TO2 will be the same, but there will be slight amendment to the current job description to incorporate trimming grass and hedges at all open space areas which are the responsibility of the Town Council.

It will also be added to the job description that there will regular meetings between the Town Operative and their Line Manager.

6. Policies

It was agreed to schedule review of HR related policies:

1. Health & Safety Policy (review at next meeting)
2. Sickness & Absence Policy (review at next meeting)
3. Lone Working Policy
4. Training and Development Policy

Noted that the Norfolk Association of Local Councils now provide many template policies which can be compared to those the Town Council has in place.

7. Date for next HR Committee Meeting: April 4th 2024 @ 2pm

The agenda will include:

- Review of all staff job descriptions
- Staff holiday and sickness cover
- Review of Health & Safety Policy and Sickness & Absence Policy

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