

**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday June 12th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Keith Prince.

Staff present: Clerk and Deputy Clerk

1. No Apologies for absence received - noted that Sue Hebborn is the reserve member of the Committee.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 11.04.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
Discussion took place regarding the recently commissioned Staffing Report and how to implement the recommendations in the Report.

The Clerk and Deputy Clerk were asked to put together a summary conclusion of the Report which will include the implications to pay if the new staffing structure is accepted. Job descriptions for those staff who will have additional responsibility will need to be amended and agreed by Full Council following recommendation from the HR Committee.

Noted that the current contract for HR support is about to expire and options will be considered at the next HR Committee meeting.

6. The next HR Committee meeting will be held on:
Thursday July 10th 2025 at 11.00am.

 10th Jul 2025