

**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday August 14th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Don Saunders and Sue Hebborn

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Jack White who had been invited to attend the meeting.
It was suggested another member for the HR Committee could be helpful and this will be an agenda item for the next Town Council meeting.
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 10.07.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update

The HR Committee reviewed current staffing matters, including roles, job descriptions, line management, and the recommendations from the staffing report received in March.

The Committee wants to prioritise the right training and proportionate management and supervision. Therefore, further investigation will be made regarding appropriate management training for the Clerk, Deputy Clerk, and the CPO.

It is hoped role assessment and job evaluation can be undertaken to clarify responsibilities and line management and a recommendation will be made to Full Council relating to provision of a more efficient and appropriate staff-interactive HR tool.

The HR Committee will also be recommending that Council funds a staff Christmas lunch again this year, to a value of £600. The Deputy Clerk was asked to look into dates and options.

The Chairman offered to send an update out to staff.



5.1 Future provision of HR Services

Members of the HR Committee had been provided with an updated report regarding the provision of HR Services which including an additional potential provider.

Following discussion however the HR Committee decided to put forward their original recommendation to Full Council to engage Peninsula to provide HR

and H&S services for a trial period of 12 months at a cost of £499.50 per month.

6. The next HR Committee meeting will be held on:
Thursday September 25th 2025 at 11.00am.

Recommendations to Full Council:

1. To provide a 2025 Christmas lunch for staff up to a value of £600.
2. To engage Peninsula to provide HR and H&S services for a trial period of 12 months at a cost of £499.50 per month.