

**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday September 25th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn (SH) – Chairman of the Committee, Don Saunders (DS) and Sarah Humphries (SHu)

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Jack White.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. Declarations of Interest made: SH item 6.
4. The minutes of the HR Committee meeting held 14.08.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update

Stated that the HR Committee is pleased with the feedback that all is well with the staff at present and thanks were voiced for the continued support given by members of staff.

Items 5.1 Staff Training, 5.2 Job Reviews and 6 the future provision of HR Services were considered together:

- Noted that the Town Operatives will be booked to attend basic level training on the use of a chain saw. This will allow them to cut fallen branches but not take down trees.
 - It will be recommended to Full Council that Council HR and Governance Support be contracted to undertake job evaluation of Town Council staffing positions.
 - It will be recommended to Full Council to engage Zivile Mauri to provide HR support for the Town Council. Zivile will be invited to put together a package of support to be presented to Full Council.
7. The next HR Committee meeting will be held on:
Thursday October 23rd 2025 at 11.00am.

Recommendations to Full Council:

1. To engage Council HR and Governance Support to undertake job evaluation of Town Council staffing positions.
2. To engage Zivile Mauri to provide HR services for a period of 6 months.

