


**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday January 15th 2026 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Sarah Humphries, Don Saunders and Jack White

Staff present: Clerk and Deputy Clerk

1. No Apologies for absence received. Noted that Sue Hebborn is the reserve member.
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 11.12.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - Noted in the Finance Committee meeting that the cost for the Events & Marketing Officer to undertake training for the Certificate in Local Council Administration is estimated to be around £1000 which will be covered within the allocated 2026/27 staff training budget. It was suggested study time could be allocated when the EMO is taking her weekly working from home day.
 - Following request for paid absence to attend hospital appointments and having taken advice from the HR consultant, it was felt that medical appointments should be considered on an individual basis and this will be reflected within the staffing policies now being reviewed.
 - Councillors had been made aware of assistance given by the Town Operatives to manage traffic following a road traffic accident along the Brandon Road. It was requested that an item be put on the next Full Council meeting agenda to consider how staff or members of the public might be recognised when they go above and beyond. A Community Champion award or certificate could be considered.

 12.2.26.

5.1 Job Descriptions (JD) and Person Specifications

- Updated Job Descriptions and Person Specifications have been provided by the consultant engaged to undertake this exercise before they move on to job evaluation of all posts. These have been shared with staff and members of the HR Committee, and some comments have been noted:
 - Wayland Hall Cleaner – JD ok
 - Office Support Clerk – JD ok [It may be that consideration needs to be given to the above two roles knowing that the current post holder is expected to retire in May 2026].
 - Town Operatives – JD ok
 - Food Hub Supervisor - The Food Hub Supervisor has stated that she would like the job title to be “Food Hub Manager”. The consultant has advised that giving the title Manger would suggest the post holder should be part of the proposed Senior Management Team.

However, members of the HR Committee stated a willingness to change the post title to Food Hub Manager, and a recommendation will be made to Full Council to consider the post worthy of the suggested name change to more accurately reflect the role being undertaken.

- Community Projects Officer (CPO) - Note position is referred to as Community Projects Manager in current JD. CPO has commented that the Marketing & Promotion part of the role is now undertaken by the Events & Marketing Officer. There is a cross over in the arrangements for the management of the Charlotte Harvey Trust in that the JD for the Community Projects Officer gives responsibility to the CPO for managing meetings of the Trust but it is the TC Clerk who is also listed as Clerk to the Trustees of the CHT. This and financial management of CHT needs clarification.
- The Deputy Clerk has raised points within the JD for the post, and these will be noted prior to acceptance of the new JD.
The Deputy Clerk JD also refers to duties relating to finance management of the CHT and support for the Clerk as RFO with both to be further considered. Other points around line management of other staff, attendance at events and Cemetery management also need clarification. The Deputy Clerk has also expressed a desire to be considered for working from home from time to time and it was suggested home working for the Town Council Office staff should be trialled if appropriate to the running of the Office. Benefits of working from home will be reviewed in three months' time.
- The Clerks JD will be slightly amended to clarify work undertaken for the Charlotte Harvey Trust (CHT) and Watton & Saham Flood Action Group. It was suggested consideration could be given to removing the Responsible Finance Officer (RFO) role from the Clerks duties, but the Council must appoint an RFO and in the majority of appointments, especially within parish and smaller town councils, the Clerk is the RFO. It may be that as the Council grows the RFO position could become a standalone post and help alleviate the Clerks workload.
- CHT Caretaker – ok but consideration needs to be given to the role as the current post holder is retiring on 20.02.26.

The Office will liaise with staff concerned and amend the JDs as suggested which will then be shared with Full Council before passed to the consultant for job evaluation.

5.2 Staff Recruitment

Consideration was given to the vacancy which will arise when the current Community Hub Caretaker retires on 20.02.26. Suggested amendments made regarding the job description and advert for the role will be made to be then shared with Full Council on 27.01.26.

It will be recommended that the role should become known as the "Town Council Caretaker" and that an additional five hours be added to the position to give time to also add cleaning at Wayland Hall to the role.

6. The next HR Committee meeting will be held on:

Thursday February 12th 2026 at 11.00am.

Recommendations to Full Council

- 1. To accept the Job Descriptions as presented**
- 2. To accept the recruitment package for the Town Council Caretaker as presented.**

