


**Minutes of the meeting of Watton Town Council HR Committee held on
Thursday October 23rd 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee Stan Hebborn, 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 for 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 25.09.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - A new HR services provider has been engaged and a day will be spent with them in the Office looking at review of all HR policies and procedures. Following from that consideration will be given as to whether further works will be needed and if the agreed four hours a month to provide HR support until the end of the current financial year will be sufficient. It was noted that there is an acceptance that more hours may be necessary especially if staff training sessions are to be included.
 - The Office is investigating the cost of engaging an Health & Safety consultant and endeavours will be made to obtain three quotes which can be considered at the next Finance Committee meeting.
 - It was suggested the Council could look at using some form of automated task manager such as Microsoft Task Planner to help staff manage their work load. Cllr White offered to share knowledge of working with such systems.
 - Staff welfare was spoken of with Councillors willing to support staff where possible to make any working adjustments deemed helpful.
6. The next HR Committee meeting will be held on:
Thursday November 13th 2025 at 11.00am.

 13/11/25
