

**Minutes of the meeting of Watton Town Council HR Committee held on  
Thursday November 27<sup>th</sup> 2025 at Wayland Hall**

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


Staff present: Deputy Clerk

1. No Apologies for absence received.
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 13.11.25 were accepted as a true record and duly signed by the Chairman.

It was acknowledged that the Council office has received the HR app proposal from Jack White.

5. Staffing Update
  - Job descriptions have now been reviewed and sent for evaluation
  - A staff welfare check has been undertaken on a member of staff, no issues were raised. It was suggested that a welfare diary could be kept and as part of the HR app an anonymous wellbeing survey could be available to all staff members. The Deputy Clerk will follow up on the welfare check with the staff member.
  - Issues have arisen regarding replacing the toilet in Wayland Hall, it has been suggested that a preferred local suppliers list is compiled. Events and Marketing officer to investigate alongside notices to post at local builders merchants stating the Council would be keen to hear from people willing to quote for jobs.
  - The new HR Services provider is contracted for 4 hours per week but if more hours are needed the clerk has authority to authorize the extra hours.
  - New Model Standing Orders (SO) have been issued by the National Association of Local Councils. Consequently, the internal auditor has recommended that a review of Standing Orders and Financial Regs (FR) is undertaken. The Clerk has started to track changes but point 19 in relation to Handling Staff Matters and annual appraisals will need agreeing before the SO's and FR's are presented to council.  
As point 19 is HR related the TC HR provider will be contacted re a timeline for reviewing the current HR policies before the SO's are adopted.
  - When the HR policies are reviewed can generic welfare concerns be included where appropriate, which will ensure that if staff raise an issue with their line manager and the issue is not addressed within 7 days that the HR chairman is then called upon this would give staff reassurance and protect both staff and management in the event of a grievance.

6. The next HR Committee meeting will be held on:  
**Thursday December 11th 2025 at 11.15am.**

 11/12/25.