

Minutes of the meeting of Watton Town Council HR Committee held on Thursday February 12th 2026 at Wayland Hall

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

1. Apologies for absence received from Sarah Humphries. Noted that Sue Hebborn is the reserve member. Don Saunders will keep Keith Prince informed as he may not be able to attend all meetings.
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 15.01.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - The Office Support Clerk (OSC) is retiring with her last day at work to be 22.05.26. A job application pack will be compiled and presented to Full Council asap so the job advert can be posted. 2 hours per week will be added to the post to allow possible cover at the Food Hub. Start date of April 7th if possible. An acknowledgment letter will be written to the OSC.
 - Staff job descriptions have been submitted for evaluation. Once this has been completed the HR consultant will finalise HR policies and as suggested new staff contracts will be issued.
 - Cllr Saunders is researching the possibility of the Council taking on an apprentice and will be visiting Wayland Academy on 27.02.26.
 - Cllr White offered to share links for possible free staff training to help promote and assist staff to undertake Continued Professional Development (CPD).

5.1 Staff Recruitment

- The advert for the post of Town Caretaker has to date resulted in six completed application forms returned. The closing date is 17.02.26. Shortlisting will be undertaken and interviews held on Thursday March 5th. Cllrs Stan Hebborn, Don Saunders and Jack White offered to form the interview panel. The Clerk and Community Projects Officer will also be present at the interviews. If no suitable candidate is chosen the position could be considered for job share.

5.2 Staff Appraisals

The draft new Staff Appraisal Policy was accepted by the Committee.

6. The next HR Committee meeting will be held on:
Thursday April 16th 2026 at 11.00am.

Recommendations to Full Council

- 1. To accept the Job Application Pack for the post of Office Support Clerk as presented**