

Notice of Meeting: Extra HR COMMITTEE MEETING
Date and Time: 11 June 2026 – 10:00
Venue: The Old Courthouse, Small Committee Room

Minutes

Present: Cllrs Roberts, Berridge, Blaney, Bostock, Rainbow

26/06/235 Apologies for absence: Cllrs Brock, L Harris, P Harris and Jevons-Hazzard

26/06/236 To receive any declarations of interest

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011.

26/06/237 To approve Minutes from previous meetings:

237.1 HR Committee Thursday 29th April 2026 – previously circulated

237.2 Matters arising

Cllr Roberts thanked Cllr Blaney for his work on HR issues.

26/06/238 To agree the role of Deputy Clerk for recommend to Full Council – previously circulated

238.1 Job description

- 28 to 37 hours per week
- Remove final 's' from specialists under item 6.

238.2 Person specification

- Move Item 6 Desirable to Essential and reword to 'Willing and able to attend evening meetings regularly and weekend events occasionally'.

238.3 Evaluation process

Proposed: Cllr Roberts

Seconded: Cllr Bostock

AGREED UNANIMOUSLY

26/06/239 To agree the role of Grounds staff for recommend to Full Council – previously circulated

239.1 Job description

- Update first line to change finance to estates

AGREED UNANIMOUSLY

26/06/240 Review the proposed Employment Contract – previously circulated

- Cllr Roberts proposed to review and bring back a version based on a NALC template to the next meeting.

Seconded: Cllr Berridge

AGREED UNANIMOUSLY

26/06/241 Review the proposed Staff Handbook – previously circulated

Cllr Roberts proposed this be reviewed in line with updated policies.

AGREED UNANIMOUSLY

- 26/06/242** To approve pay period adjustment proposal and updated pay policy – previously circulated
APPROVED UNANIMOUSLY
- 26/06/243** To approve the updated Time off in Lieu (TOIL) policy – previously circulated
Cllr Roberts proposed to suspend the six-month rule to discuss the revised TOIL policy.
Seconded: Cllr Bostock
APPROVED UNANIMOUSLY
- 26/06/244** Approve Volunteer and Work Experience documentation – previously circulated
APPROVED UNANIMOUSLY
- 26/06/245** **To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:**
- 26/06/246** **Clerk probationary review**
Proposal not agreed
- 26/06/247** **Items for communication:** Presentation slides on new Employment Law were noted.
- 26/06/248** **Items for discussion at next meeting:**
248.1 To approve appraisal process and content
248.2 To review updated policies
248.3 To appoint an interview panel
- 26/06/249** **Date of next meeting:** 24 June 2026 at 19:00

Natalie Galley
Clerk to the Council

11/06/26