The Old Courthouse
Burgage, Southwell
Nottinghamshire NG25 0EP
Tel: 01636 816103
admin@southwell-tc.gov.uk
southwelltowncouncil.com

Notice of Meeting: **HR Committee Meeting**
Date and Time: **5th November 2026 – 10.00am**
Venue: **The Old Courthouse**

Dear Councillor,

You are summoned to attend this meeting, the agenda for which is set out below.

Members of the public are invited to attend in person.

AGENDA

26/11/277 **Apologies for absence**

26/11/278 **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.

26/11/279 **To approve minutes of previous meeting held 6th August**

26/11/280 **Clerk vacancy:**
- Role advertised – proposal to shortlist candidates for interview

26/11/281 **Proposal to confirm Administrative Assistant's successful completion of probationary period** – verbal update

26/11/282 **Extension of Deputy Clerk contract, review post 6 months fee arrangement with Turner Fox** – verbal update

26/11/283 **Proposal to agree Induction Programme and Probationary Period Development Plan** – papers circulated

26/11/284 **Proposal to agree funding recommendation for staff Christmas lunch** – verbal update

26/11/285 **Request for proposed budget items for 2027/28** – verbal update

26/11/286 **Proposal to specify salary ranges in contracts** - verbal update

26/11/287 **Proposal to adopt updated Recruitment Policy** – papers circulated

26/11/288 **Items for discussion at next meeting**

26/11/289 **Date of next meeting:** 27th January 2027

Averil Marczak,
Locum Clerk to the Council 29th October 2026