

**Minutes of the Honiton Town Council Human Resources Committee held virtually on
Wednesday 28th October 2020, commencing at 7pm.**

Present: Cllr P Carrigan (chairman), Cllr J Zarczynski, Cllr R Coombs, Cllr C Gilson and Mr J Vanderwolfe (Acting Clerk), and one member of the public.

Part A

It was noted that the meeting was being recorded for the benefit of accuracy of the minutes

HR15	Apologies for Absence No apologies for absence had been received
HR16	Disclosable Pecuniary Interests No Interests were made by elected members at this stage of the meeting
HR17	Dispensations No dispensations had been notified
HR18	Public Question Time Whilst there was one member of the public present, there had been no questions put forward prior to the meeting, and no request to speak was made by the member of public present.
HR19	Minutes The minutes of the meeting held on the 20 th August 2020 were confirmed as a true record. This was proposed by Cllr J Zarczynski, and seconded by Cllr P Carrigan; with all being in favour.
HR20	NALC Anti-Harassment and Bullying Policy Members had been circulated with a copy of this document which, if adopted would become the Honiton Town Council Anti-harassment and bullying policy. It was agreed that this was a very good policy. Resolved to recommend to Full Council the adoption of this policy. This was proposed by Cllr J Zarczynski, and seconded by Cllr C Gilson; with all being in favour.
HR21	Staff Matters It was agreed that the two principle items to be discussed this evening were the advertising of the vacancy for Town Clerk and a possible disciplinary meeting of a member of staff. It was agreed that both items should be dealt with in Part b. This was proposed by Cllr J Zarczynski, and seconded by Cllr C Gilson; with all being in favour.
HR22	Move to Private Session –Matters Related to Staffing Councillor P Carrigan moved that the meeting move to Part B under the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be discussed, and that therefore the public, including the press, be excluded. This was seconded by Cllr J Zarczynski, and carried.

	<p>The member of the public present, who had not identified him or herself, despite repeated requests was asked to leave the meeting. As there was no response to this request the chairman asked the clerk to exclude this person from the meeting via the Zoom mechanism. The clerk informed the chairman that this had been done and that only the elected members and he remained in the meeting.</p>
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End