

## HONITON TOWN COUNCIL

**Minutes of the Meeting of the Human Resources Committee Meeting held at the Town Council Offices, The Beehive, Dowell street, Honiton on Monday 15 July 2019 at 7.00 pm**

### **Present**

Cllr Zarczynski,  
Cllr Carrigan  
Cllr Coombs

Cllr Sheridan-Shaw  
Cllr Darrant

### **In attendance**

Mark Tredwin, Honiton Town Clerk  
Cllr Taylor  
Cllr Howard

## **PART A**

### **HRC19/12 To elect a Chair of the Human Resources Committee**

Cllr Zarczynski proposed Cllr Sheridan-Shaw and this was seconded by Cllr Carrigan

There were no other nominations. A vote of confirmation was taken and Cllr Sheridan-Shaw was elected unanimously as Chair.

### **HRC 19/13 To elect a Vice-Chair of the Human Resources Committee**

Cllr Zarczynski proposed Cllr Carrigan and this was seconded by Cllr Sheridan-Shaw.

### **HRC 19/14 To receive apologies for absence**

None were received.

### **HRC 19/15 To receive declarations of interest**

No pecuniary interests were declared.

### **HRC 19/16 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.**

None were made.

### **HRC 19/17 Public question time on items on the agenda**

There were no members of the public.

### **HRC 19/18 To confirm the accuracy of the minutes of The Human Resources committee held on 7 January 2019**

Signed Chair

A copy of the minutes of the meeting had been circulated in advance. The minutes were proposed by Cllr Carrigan and Seconded by Cllr Coombs. Approved by unanimous vote.

**HRC 19/19 To move the meeting in a confidential session**

*The meeting went into confidential session at 7.05 p.m. following the proposing and seconding for the meeting to do so.*

**PART B**

**HRC 19/20 To review the employment of the market and general council assistant**

**It was resolved to RECOMMEND to Full Council to appoint the market and general assistant to a permanent contract in accordance with the pay details identified in the report to the Human Resources Committee on the 15 July 2019.**

**This was Proposed by Cllr Darrant, seconded by Cllr Zarczynski and unanimously agreed.**

**HRC 19/21 To Consider the deputy town clerk's current pay spine and future progression**

**It was resolved to RECOMMEND to Full Council to amend the deputy town clerk's salary in accordance with the pay details identified in the report to the Human Resources committee on the 15 July 2019.**

**This was Proposed by Cllr Zarczynski, seconded by Cllr Sheridan-Shaw and unanimously agreed.**

**It was also suggested that members of full council might wish to make this effective from the 1 April 2019.**

**HRC 19/22 – To consider the appointment of a member of staff to assist the market assistant with external works**

**It was resolved to RECOMMEND to Full Council to appoint an extra person that is willing to be employed on a casual basis to assist the market assistant for a one year trial period in line with the report submitted to the HR committee on the 15 July 2019.**

**This was Proposed by Cllr Sheridan-Shaw, seconded by Cllr Zarczynski and unanimously agreed.**

**HRC 19/11 The meeting was closed at 7-30pm.**