HONITON TOWN COUNCIL

Minutes of the Human Resources Committee Meeting of the Town Council on Wednesday 10th June 2026 at 7.00pm

Present

St Michael's Ward
Cllr Fowles
Cllr Doran
Cllr Maunder
Cllr R Sexton

St Paul's Ward
Cllr S Sexton

In attendance
Town Clerk

26/01/HR **Election of the Chairman of HR Committee**
Committee RESOLVED to elect Cllr Maunder as Chairman of HR Committee for year 2026/27.
Proposed by Cllr S Sexton and seconded by Cllr R Sexton
For 5; Against 0; Abstentions 0

26/02/HR **Election of Deputy Chairman of HR Committee**
Committee RESOLVED to elect Cllr S Sexton as Deputy Chairman of HR Committee for year 2026/27.
Proposed by Cllr Maunder and seconded by Cllr R Sexton
For 5; Against 0; Abstentions 0

26/03/HR **Apologies for absence**
There were no apologies Received.

26/04/HR **Declarations of Interests**
There were no declarations of interest.

26/05/HR **Dispensations**
There were no dispensations.

26/06/HR **Public Question Time for items on the agenda**
There were no public questions.

26/07/HR **Minutes of the HR Committee meetings held on 22nd April 2026**
Members RESOLVED to approve for accuracy the minutes of the HR Committee meetings held on 22nd April 2026 as published and circulated with the agenda.
Proposed by Cllr Fowles and seconded by Cllr Doran
For 2; Against 0; Abstentions 3

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26/08/HR **HR Committee, Terms of Reference**

Committee RESOLVED to approve its Terms of Reference as approved by Full Council May 2026 as amended; items 5. and 7. are duplicated.

Proposed by Cllr S Sexton and seconded by Cllr Fowles

For 5; Against 0; Abstentions 0

26/09/HR **Arrangements: Vacancy, Town Clerk and Responsible Financial Officer (RFO)**

Committee RESOLVED to approve:

a. **the position of Interim Town Clerk & RFO role to be allocated to the Deputy Town Clerk: including line management of all staff, Delegations to the TC & RFO to be passed to the Interim Town Clerk & RFO and Interim Town Clerk & RFO salary at Range 9 (SCP 38 - 41).**

Proposed by Cllr S Sexton and seconded by Cllr R Sexton

For 5; Against 0; Abstentions 0

And Committee **CONSIDERED**:

b. recruitment to permanent post/s, including Deciding preferred permanent role/s (Town Clerk and/or RFO)

c. that separate TC and RFO roles would add resilience and provide more skills; that the RFO may have line management responsibilities; and the TC to line manage the RFO;

d. with respect to permanent recruitment to post/s, preparation of information pack/s by Councillors and/or outsource; and advertisement/s; interviews, Recommendations to Full Council; and conditional offer/s (subject to satisfactory references and Full Council appointment).

Committee discussed a sequence of possible events being Interim position, appointment of locum/s and permanent recruitment.

Cllrs S Sexton and Maunder offered to prepare a proposal for Full Council and distribution of the draft to HR Committee by 3 July 26.

26/10/HR **To close the meeting**

The meeting was closed at 18:15.