

**Minutes of the Human Resources Committee Meeting of the Town Council on
Wednesday 19th November 2025 at 6.00pm**

Present

St Michael's Ward

Cllr Fowles
Cllr Wakefield
Cllr Fotheringham
Cllr R Sexton

St Paul's Ward

Cllr H Turner
Cllr Pearsall

In attendance

Town Clerk

25/35/HR Apologies for absence

There were no apologies.

25/36/HR Declarations of Interests

There were no declarations of interest.

25/37/HR Dispensations

There were no dispensations.

25/38/HR Public Question Time for items on the agenda

There were no public questions.

**25/39/HR Minutes of the HR Committee meeting held on 5 November 2025
Members RESOLVED to approve for accuracy the minutes of the
HR Committee meeting held on 5 November 2025 as published and
circulated with the agenda.**

Proposed by Cllr Pearsall and seconded by Cllr Fotheringham
For 6, Against 0, Abstentions 0.

25/40/HR Job Evaluation Progress Report

Committee **NOTED** progress in undertaking Job Evaluation and steps to complete.

25/41/HR Annual Appraisals

Committee **NOTED** progress in undertaking annual staff Appraisals.

25/42/HR Job Descriptions

**Committee RESOLVED to Delegate to the Town Clerk (in
consultation with the HR Committee Chairman and Deputy),
completion of Job Descriptions for roles of Maintenance Operative,
Finance Officer and Town Clerk's Assistant.**

Proposed by Cllr Pearsall and seconded by Cllr R Sexton

For 6, Against 0, Abstentions 0.

25/43/HR Recruitment Subject to Budget 26/27
Committee RESOLVED to progress recruitment of staff arising from and subject to budget 26/27 being agreed.

Proposed by Cllr Fotheringham and seconded by Cllr Pearsall

For 6, Against 0, Abstentions 0.

25/44/HR To close the meeting

The meeting was closed at 18:15pm.