

**Minutes of the Human Resources Extra-Ordinary Committee Meeting of the
Town Council on Wednesday 30th April at 6.00pm**

Present

St Michael's Ward

Cllr McCollum

Cllr Wakefield

St Paul's Ward

Cllr S Sexton

Cllr Pearsall

In attendance

Deputy Town Clerk

24/39/HR Apologies for absence
None received

24/40/HR Declarations of Interests
None

24/41/HR Dispensations
None

24/42/HR Public Question Time for items on the agenda
There were no public questions.

24/43/HR Minutes of the HR Committee meetings held on 17th March 2025 and 26th March 2025.
Members RESOLVED to approve for accuracy the minutes of the HR Committee meeting held on the 17th March 2025.
Proposed by Cllr S Sexton and seconded by Cllr Pearsall
For 3; Against 0; Abstentions 1

Members RESOLVED unanimously to approve for accuracy the minutes of the HR Committee meeting held on the 26th March 2025.
Proposed by Cllr Wakefield and seconded by Cllr Pearsall.

24/44/HR HR Committee, Terms of Reference
Members RESOLVED unanimously to recommend the following changes to the HR Terms of Reference to Full Council May 2025

- **No limit on the number of Members of the Committee.**
- **Meetings to start at 6pm**
- **Committee to meet three times per year.**
- **Removal of point 9 from the TOR as this function is carried out by the Clerk.**
- **To add the following paragraph "Should speed of Decision making dictate, Decisions (within the remit of the Committee**

and within budget) can be made between Committee meetings by Delegation to the Town Clerk (in consultation with Committee Councillors)”

Proposed by Cllr Wakefield and seconded by Cllr S Sexton.

Members **NOTED** point 1: “The Committee will elect a Chairman and may elect a Vice Chairman”.

24/45/HR Exempt Business

Members RESOLVED unanimously to take the following items into exempt business.

Proposed by Cllr S Sexton and seconded by Cllr A Pearsall

24/46/HR Clerk’s Appraisal

Committee RESOLVED to approve the Town Clerk’s appraisal as having been carried out in accordance with the Town Council’s procedures.

Proposed by Cllr Pearsall and seconded by Cllr Wakefield
For 3; Against 0; Abstentions 1

24/47/HR To close the meeting

The meeting was closed at 18:33pm.