

**Minutes of the Human Resources Committee Meeting of the Town Council on
Wednesday 22nd April 2026 at 6.00pm**

Present

St Michael's Ward

Cllr Fowles
Cllr Wakefield
Cllr Doran

St Paul's Ward

In attendance

Town Clerk

25/54/HR Apologies for absence

Apologies were received from Cllrs S Sexton and R Sexton

25/55/HR Declarations of Interests

There were no declarations of interest.

25/56/HR Dispensations

There were no dispensations.

25/57/HR Public Question Time for items on the agenda

There were no public questions.

25/58/HR Minutes of the HR Committee meeting held on 19 January 2026

Members RESOLVED to approve for accuracy the minutes of the HR Committee meeting held on 19 January 2026 as published and circulated with the agenda.

Proposed by Cllr Fowles and seconded by Cllr Wakefield
For 3, Against 0, Abstentions 0.

25/59/HR Policies Review and Amendments

Committee **RESOLVED** its comments on and Recommended HR policies to annual Full Council May 2026:

- a. [Staff Handbook](#)
- b. [General Information](#)
- c. [Conduct](#)
- d. [Whistleblowing](#)
- e. [Absence Management](#)
- f. [Leave](#)
- g. [Staff Annual Appraisal](#)
- h. [Reasonable Adjustments](#)
- i. [Health and Wellbeing](#)
- j. [Dignity at Work](#)
- k. [Flexible Working](#)

- l. [Lone Working](#)
- m. [Grievance](#)
- n. [Disciplinary](#)
- o. [Capability](#)
- p. [Recruitment & Selection](#)
- q. [Menopause](#)
- r. [Maternity](#)
- s. [Paternity](#)
- t. [Adoption](#)
- u. [Neonatal](#)
- v. [Bereaved Partner's Paternity](#)
- w. [Shared Parental Leave](#)

Proposed by Cllr Fowles and seconded by Cllr Doran
For 3, Against 0, Abstentions 0.

25/60/HR

To close the meeting

The meeting was closed at 19:12pm.