

**Minutes of the Human Resources Committee Meeting of the Town Council on
Tuesday 29th September 2026 at 7.00pm**

Present

St Michael's Ward

Cllr Fowles

Cllr C Maunders

Cllr R Sexton

St Paul's Ward

Cllr S Sexton

In attendance

Heloise Marlow Acting Town Clerk

26/19/HR Apologies for absence

None received

26/20/HR Declarations of Interests

There were no declarations of interest.

26/21/HR Dispensations

There were no dispensations.

26/22/HR Public Question Time for items on the agenda

There were no public questions.

26/23/HR Minutes of the HR Committee meetings held on 7th September 2026

Members RESOLVED unanimously to approve for accuracy the minutes of the HR Committee meeting held on 7th September 2026 as published and circulated with the agenda.

Proposed by Cllr Fowles and seconded by Cllr S Sexton

25/24/HR Exempt Business

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

Proposed by Cllr R Sexton and seconded by Cllr Fowles

Heloise Marlow left the meeting at 7.15pm

26/25/HR Recruitment of Town Clerk and Responsible Financial Officer (RFO)

Committee RESOLVED unanimously to approve the arrangements for the recruitment of a permanent Town Clerk and RFO to include recruitment information pack, criteria processes, advertisement, interviews and conditional offers.

Proposed by Cllr Maunders and seconded by Cllr R Sexton

26/26/HR To close the meeting
The meeting was closed at 20:45pm.