



Minutes of the Human Resources Sub-Committee meeting held on Wednesday 15th July 2026 at 6pm, in the Information Centre.

Present: Cllrs. Distin, Giles and Pugh.

In attendance: The Town Clerk.

010.26HR ELECTION OF CHAIR

Cllr. Pugh noted that she had HR experience. Cllr. Giles proposed Cllr. Pugh as Chair.

Resolution: To elect Cllr. Pugh as Chair of the HR Sub-Committee.

Proposed: Cllr. Giles

Seconded: Cllr. Distin

011.26HR ELECTION OF DEPUTY

Cllr Giles proposed Cllr. Distin as Deputy Chair.

Resolution: To elect Cllr. Distin as Deputy Chair of the HR Sub-Committee.

Proposed: Cllr. Giles

Seconded: Cllr. Distin

012.26HR APOLOGIES

Apologies had been received from Cllr. Turner due to a prior commitment.

Resolution: To accept the apologies.

Proposed: Cllr. Giles

Seconded: Cllr. Distin

013.26HR DECLARATIONS OF INTEREST

None received.

014.26HR PUBLIC COMMENTS / STATEMENTS

None received.

015.26HR TO RECEIVE THE PREVIOUS MINUTES OF 20th JANUARY 2026.

The Clerk reported that the minutes had been circulated prior to the meeting and that all actions had been completed.

Resolution

RESOLVED: The minutes of the meeting held on 20th January 2026 be approved as a true and accurate record.

Proposed: Cllr. Giles

Seconded: Cllr. Distin



016.26HR TO DISCUSS AND ORGANISE STAFF REVIEWS DUE:

- Clerk probation review, Deputy Clerk annual appraisal and Admin Assistant probation review.

Cllr. Giles noted that the completion of the Clerk's probationary period was subject to the completion of CiLCA.

Resolution: That the Clerk's probationary period be confirmed as successfully completed and that her pay and pension arrangements be adjusted in accordance with her contract.

Proposed: Cllr. Giles

Seconded: Cllr. Pugh

The Deputy Clerk's annual appraisal and Administrative Assistant's probation review were to be arranged for Monday 20th July, subject to staff availability.

Resolution: The Clerk and Cllr. Giles to conduct both reviews.

Proposed: Cllr. Pugh

Seconded: Cllr. Distin

017.26HR TO CONSIDER ADOPTION OF NALC MODEL CONTRACTS.

The Clerk presented the NALC model contracts and reported that the Internal Auditor had identified inconsistencies within the Council's current employment contracts. The Internal Auditor had recommended that the Council adopt the NALC model contracts.

Resolution: To recommend to Full Council the adoption of the NALC model contracts for all members of staff.

Proposed: Cllr. Pugh

Seconded: Cllr Distin

018.26HR PART II: To resolve that under the Public Bodies (Admission to Meetings) Act 1960 / Local Government Act 1972 (Schedule 12A), the public and press are excluded due to the confidential nature of the business to be transacted.

Resolution: To exclude the press and public from the meeting due to the confidential nature of the business to be transacted.

Proposed: Cllr. Pugh

Seconded: Cllr. Giles

019.26HR TO DISCUSS A SALARY MATTER ARISING FROM THE INTERNAL AUDIT VISIT

The Internal Auditor identified a minor discrepancy between a staff member's annual salary and the monthly salary payments received.

Resolution: To correct the discrepancy and write to the staff member concerned.



Proposed: Cllr. Distin

Seconded: Cllr. Giles

020.26HR TO DISCUSS A STAFF HEALTH MATTER

The Clerk informed the Sub-Committee of a staff health matter that would require a short period of absence. The Sub-Committee discussed arrangements for managing the office during this period.

Cllr. Pugh thanked those present and closed the meeting at 18.50.

SIGNED _____ DATE _____