



# CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Garry Shortland Town Clerk: Gareth Hughes

## HR COMMITTEE

Minutes of the Human Resources Committee meeting held on Tuesday 5<sup>th</sup> March 2024 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

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**PRESENT:** Cllr Bates (Chair), Cllr Bulmer, Cllr A Kenton, Cllr G Shortland ( ex Officio)

**ALSO PRESENT:**

Gareth Hughes, Town Clerk,

**Public Participation Time**

No members of the public were present.

**2024/1 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from: Cllr Eggins Cllr Watson  
Cllr Hasan (personal)

**2024/2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**2024/3 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

Proposed: Cllr Shortland      Seconded: Cllr: Bulmer  
Unanimous

**RESOLVED** that as certain items were expected to include the consideration of exempt information the Human Resources & Personnel Committee agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**2024/4 COMMITTEE MEETING MINUTES**

Resolved that the minutes of the HR Committee meeting held on on 7<sup>th</sup> November 2023 and 20<sup>th</sup> November 2023 be agreed and signed as a correct record.

**Proposed: Cllr Shortland Seconded: Cllr Bulmer Unanimous**

**2024/5 CONFIDENTIAL MATTERS**

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2023/03 above refers)

**a) Staffing Matters**

- 2.1** It is recommended that the annual incremental increases are authorised by the HR Committee which are in line with the budget agreed by Full Council and the scale pay for their job roles

Recommend to approve the annual increment increases as shown in the clerks report

**Proposed Cllr Shortland Seconded Cllr Bulmer Unanimous**

**3.1**

**Resolved to recommend to full council the following**

- a) To give delegated authority to the HR Committee to oversee and support the recruitment of the new Town Clerk
- b) to agree to a £1000 budget for advertising for the Town clerk role
- c) Recommend that the town council appoint an Hr support for the recruitment of the town clerk role to include receiving enquires, sending out applications, initial shortlisting, leading the interview process in coordination with councillors – advertising it immediately
- d) To look at staffing structure options with alternative models for the town council including job roles and responsibilities, which will be presented to full council

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

**4.**

- a) To recommend to defer the proposed job role and description of the RFO and DSO roles to be done at the same time as the recommended staff structure review

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

- b) To recommend to defer the proposed job role and description of the Operations Manager to be done at the same time as the recommended staff structure review as recommended in the

**Proposed Cllr Bates Seconded Cllr Shortland Unanimous**

- c) To agree to a 1point increment rise for the Finance officer having recently passed with distinction the AAT level 2 qualification – going from point 15 to point 16

**Proposed Cllr Bulmer Seconded Cllr A Kenton Unanimous**

Agree to the Finance Officer continuing training and going on to do AAT Level 3 qualification supported by the council

**Proposed Cllr Shortland Seconded Cllr Bulmer Unanimous**

**2024/6 DATE OF NEXT MEETING**

Committee noted that the next HR Committee meeting would be held on Tuesday 8<sup>th</sup> July 2024 commencing at 7.00pm.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 7.58pm.

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**CHAIR:**

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**DATE**