Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Victoria Bates
Chief Executive & Town Clerk: David Bell

HR COMMITTEE

All Council and Committee Meetings are

Publication Date: Wednesday 29th October 2025

TO: Councillors: Baker, Bulmer, A Kenton, J Kenton (Chair) & Shortland

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR Committee to be held on Monday 4th November 2025 at 7pm in the Town Hall, Guildhall, Fore Street, Chard, TA20 1PP.



David Bell Chief Executive & Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments to the Town Council in relation to the meeting agenda. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting.

Public Participation Time
This section may last up to 15 minutes, at the Chair's discretion, and is not part of the formal meeting of the Council.

AGENDA

Section1 Standing Items:

2025/18 Apologies For Absence
To receive any apologies for absence.

2025/19 Declarations Of Interest
To receive any declarations of interests which are not currently entered in members' Registers of Interests.

2025/20 Committee Meeting Minutes
To confirm and sign the draft minutes of the HR Committee meeting held on 14th July 2025 (Attached)

2025/21 To resolve to exclude members of the press and public
As certain items are expected to include the consideration of exempt information the Human Resources Committee is, therefore, recommended to resolve "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 2025/06 and 2025/07 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".

Section 2 Items To Note - Confidential

2025/22 Staffing Updates
Overview of current situation

a) Sick Leave
b) Recruitment

2025/23 Training – Update
To receive an update on Councillor and Staff training.

Section 3 Items For Decision - Confidential

2025/24 Review Of Staff Structure
To read & agree the revised staff structure for onward approval at the next Full Council meeting Monday 24th November. An oral update will be given by the Chief Executive & Town Clerk

2025/25 Complaints Update
To receive an update on complaints & grievances.

2024/26 Date of next meeting
To note the next HR Committee meeting will be Tuesday 10th March 2026 at 7.00 p.m.