Chard Town Council
The Guildhall, Fore Street, Chard, Somerset TA20 1PP
01460 239567 www.chard.gov.uk
Mayor: Cllr Tricia O'Brien, Town Clerk & RFO: Stephen Hill

HR Committee

Minutes

Minutes of the HR Committee meeting held on **Monday 7th September 2026** at 7pm in the Mayors Parlour, The Guildhall, Fore Street, Chard TA20 1PP.

Present: Cllr Bates (Chair), Cllr Bulmer, Cllr Hussey (Ex officio), Cllr O'Brien (Ex officio), Cllr Richter

Also present: Stephen Hill (Town Clerk), Tim Bickham (Events Officer)

Section 1 – Standing Items

2026/20/HR **Apologies for absence:**
Committee received apologies from Cllr Shortland (personal) and Cllr J. Kenton (personal). Committee accepted these unanimously.

2026/21/HR **Declarations of interest**
No declarations were received.

2026/22/HR **Public participation**
1 member of public attended, no questions were raised.

2026/23/HR **Committee meeting minutes**
Proposed: Cllr O'Brien Seconded: Cllr Richter
For: 5 Against: 0 Abstained: 0
Resolved: Committee approved the minutes of 13th July 2026. The Chair signed the minutes as accurate.

Section 2 – Items to Note

2026/24/HR **Draft Council Strategy**
Committee noted the draft strategy. Members made the following comments:

- P.4 – Requested update on the recruitment of a Projects Officer
- P.9 – Flooding and the involvement of the council. The Clerk emphasise the report must be representative of the council body and not an individual.
- P.18 – Query on list of areas of work the council had taken responsibility for, which is outside of its remit, but residents may not realise where the responsibility lies.

Section 3 – Items for Decision

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2026/25/HR **Annual Pay Increment**
Proposed: Cllr Richter Seconded: Cllr O'Brien
5: 0: 0
Resolved: to adopt the nationally negotiated annual salary 3.3% increase with effect from 1 April 2026, which the council had budgeted for.

2026/26/HR **Scheme of Delegation**
Proposed: Cllr O'Brien Seconded: Cllr Bulmer
5: 0: 0
Resolved: to Recommend to Full Council the addition of "Standing Committees may make Decisions within their remit and within budget" to the Scheme of Delegation.

2026/27/HR **HR Policies**
1. Recruitment and Selection:
The Clerk drew attention to section 2.1 and the different tiers and where the decision-making sits within these tiers.
Proposed: Cllr Bulmer Seconded: Cllr Bates
5: 0: 0
Resolved: to recommend the draft policy to Full Council.

2. Training and Development:
The Clerk highlighted section 3.6 and what Councillors should be offered in respect of training. Councillors may sign up to courses via NALC and SALC.
Annual training for Chairs was another recommendation.
A query was raised on including "compliance training" within the policy. The Clerk highlighted this was covered in section 3.2, but it will be made more explicit.
Proposed: Cllr Hussey Seconded: Cllr Richter
5: 0: 0
Resolved: to recommend the draft policy to Full Council.

3. Lone Working
A query was raised on "lone worker devices". It is thought that these devices were purchased and they need to be located and used.
Proposed: Cllr Hussey Seconded: Cllr Bulmer
5: 0: 0
Resolved: to recommend the draft policy to Full Council.

4. Home Working
Proposed: Cllr Richter Seconded: Cllr Bulmer
5: 0: 0
Resolved: to recommend the draft policy to Full Council.

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2026/28/HR **Exempt Business**
Proposed: Cllr O'Brien Seconded: Cllr Richter
5: 0: 0
Resolved: to enter a confidential session, excluding the press and public from the following agenda items.

Section 4 – Confidential Items

2026/29/HR **Draft Staff Re-organisation Proposal**
Proposed: Cllr Bates Seconded: Cllr O'Brien
3: 2: 0
Resolved: to Recommend the Draft Staff Re-organisation Proposal to Full Council and to include option B of 4.6.1.

2026/30/HR **Health & Safety and Employee Assistance Programme**
Proposed: Cllr O'Brien Seconded: Cllr Bates
5: 0: 0
Resolved: to Recommend to Full Council appointment of a consultant to be commissioned to provide H&S advice and an EAP.

2026/31/HR **Date of next meeting**
It was agreed the next meeting is scheduled for Tuesday 3rd November 2026.
The Chair thanked everyone for attending & the meeting concluded at 20:31.

Chair: Date:

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