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 13th July 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 J. Kenton (Vice Chair), Cllr O'Brien (Ex officio), Cllr Richter

Also present: Stephen Hill (Town Clerk), Tim Bickham (Events Officer), Ingrid Edginton (Stakeholder Liaison Officer)

Cllr J. Kenton opened the meeting as Vice Chair.

Public Participation
1 member of public was present, no questions were asked.

Section 1 Standing Items

2026/11 Apologies for absence:
Committee received apologies from Councillor Shortland.

2026/12 Declarations of interest
No declarations were received.

Cllr Bates arrived and took the position of Chair.

2026/13 Committee meeting minutes
Committee deferred the minutes of 10th March 2026.
Proposed: Cllr Hussey Seconded: Cllr O'Brien
For: 5 Against: 0 Abstained: 1
Resolved: Minutes to be changed and presented back at next meeting on 3rd November 2026.

Section 2 Items to note

There were no items to note

Section 3 Items for Decision

2026/14 Scheme of Delegation: Terms of Reference
Committee made the following 3 observations:

1. Membership – HR committee is to be a max of 5.
2. 2.6.8 – budget to be identified for the HR Committee.

3. 2.6.7 – civic protocol to be reviewed. Suggest a Working Group formed of previous Mayor's to report back to Full Council.
Proposed: Cllr J. Kenton Seconded: Cllr Richter
For: 5 Against: 0 Abstained: 1
Resolved: To take the recommendations above to Full Council.

2026/15 **Renewal and Amendment of the Following Policies**

Absence Policy
Proposed: Cllr Hussey Seconded: Cllr Bulmer
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council without change.

Flexible Working
Proposed: Cllr J. Kenton Seconded: Cllr Richter
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council without change.

Annual Leave Policy
Proposed: Cllr J. Kenton Seconded: Cllr Bates
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council subject to the Clerk amending 11.1 of the policy (parental leave).

Probation Policy
Proposed: Cllr Bulmer Seconded: Cllr J. Kenton
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council subject to amending 5.0 to 3 months, which will also impact on a change to 3.0.

Reasonable Adjustment Policy
Proposed: Cllr Hussey Seconded: Cllr Richter
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council without change.

Staff Appraisal Policy
Proposed: Cllr J. Kenton Seconded: Cllr Richter
For: 6 Against: 0 Abstained: 0
Resolved: To recommend the policy to Full Council without change.

2026/16 **Community Development Worker**
Committee debated the report and options.

Proposed: Cllr Bates Seconded: Cllr Richter
For: 4 Against: 2 Abstained: 0
Resolved: To accept the recommendation and recommend to Full Council to appoint a Community Development Worker until end of March 2027.

2026/17 Employee Role Classification and Re-organisation
Committee agreed to recommend to Full Council that employee re-organisation and role clarification be undertaken and reported to HR Committee.
Proposed: Cllr Kenton Seconded: Cllr O'Brien
For: 6 Against: 0 Abstained: 0
Resolved: For the Clerk to undertake role clarification and re-organisation

2026/18 Town Clerk and RFO Probation Objectives
The Town Clerk presented probation objectives (list 1) and skills (list 2)

1. Approved processes for Management of complaints
2. Improve Agenda/Minutes
3. Away Day planned to start to Define Strategy and Priorities/Projects
4. Adopt GPC
5. Start Policies review programme e.g. Member-Officer relationship comms policy IT policy
6. Define role Representatives on Outside Bodies
7. Start Role clarification, Re organisation, JE commissioned
8. PM methodology approved
9. IA action plan approved
10. Training programme approved

1. Leadership: lead, develop, inspire & co-ordinating Cllrs and staff team. Developing skills: day to day advice, training and performance management.
2. Defining Member – Officer role clarification
3. Representing and an advocate for the Council amongst community partners
4. Governance: statutory obligations met including legal, financial and H&S
5. staffing structure: HR resources to provide Council services

Proposed: Cllr J. Kenton Seconded: Cllr Bates
For: 6 Against: 0 Abstained: 0
Resolved: To approve the Town Clerk & RFO probation objectives.

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2026/10 **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 20:07.

Chair:

Date: 7/9/26