Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP
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Mayor: Councillor Victoria Bates

HR Committee

Minutes

HR Committee meeting held on Wednesday 7th May 2025 at 7pm in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

Present: Councillors J Kenton (Vice Chair), A Kenton, Bates, Shortland (Chair), Williams.

Also present: Chief Executive & Town Clerk David Bell, Operations Manager Kevin Dyer, Democratic Services Officer Beverley Newman.

Section 1 Standing Items

2025/01 Apologies for absence
The apologies were received from Councillors Watson and Webb - personal reasons.

Proposed: Councillor A Kenton Seconded: Councillor Bates

Unanimous

2025/02 Declarations of interest
There were no declarations of interest.

2025/03 Committee meeting minutes
Committee **Resolved** to accept the minutes of December 4th 2024 as an accurate account.

Proposed: Councillor A Kenton Seconded: Councillor Bates
Unanimous

Action Point: Confidential Note for meeting December 4th 2024 requested by HR Committee members.

Section 2 Items For Discussion

2025/04 Training
The Committee noted the prepared draft training matrix document and agreed that having something like this in place was a positive. Councillor J Kenton suggested that undertaking the Somerset Association Local Councils training on HR should be a 'must do' for all new HR Councillors and or Councillors with no HR experience.

Proposed: Councillor J Kenton Seconded: Councillor Williams
Unanimous

Draft

Resolved: To recommend to Full Council HR committee members under take the HR training and consider relevant training for Finance & Audit, Amenities & Events and Planning & Highways Committees

Democratic Service Officer left the meeting

Section 3 Confidential

2025/05 To Resolve to Exclude Members of the Press and Public
The items below 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 these items, 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".

Proposed: Councillor J Kenton Seconded: Councillor Williams
Unanimous

2025/06 Corporate Structure & Interim Organisational Chart
The Chief Executive & Town Clerk presented an interim Organisational Structural Chart based on the 2024 version amended to show a '2025' that reflects the lines of responsibility and Line Management.

The interim chart was discussed in detail and it was acknowledged that vacancies need to be filled. The Council is working towards a updated chart in September 2025 when there is more understanding of Strategy and Project Plans.

2025/07 HR and Local Government External Advisors
`Both current contracts were discussed .The Chief Executive & Town Clerk was asked to negotiate with both parties.

Proposed: Councillor Shortland Seconded: Councillor Williams
Unanimous

2025/08 Date of next meeting
The next meeting will be arranged as required by the business of the Council.

The Chair thanked everyone for attending and the meeting closed at 8.45 pm.