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Members of the public and press are entitled to be at the following meeting via the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100, unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the minutes of the meeting.

### **Wednesday 5<sup>th</sup> February 2020**

To: Cllrs Hobbs, Kennedy, Manley (Chair), Mayall (Vice), Tolson, Inchley (Ex officio) and Frapple (Ex Officio)

You are summoned to the Meeting of the **Human Resources Committee of Shepton Mallet Town Council** to be held at **7.00 pm** on **Tuesday 11<sup>th</sup> February 2020** at in the Committee Room, Mendip District Council Offices, Cannards Grave Road, Shepton Mallet, BA4 5BT when the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC  
Town Clerk

# AGENDA FOR THE HUMAN RESOURCES COMMITTEE MEETING

Tuesday 11<sup>th</sup> February 2020

## PUBLIC QUESTION TIME, NOT TO EXCEED 30 MINUTES

HR02.1 **To receive any apologies for absence**

HR02.2 **Chairman's Announcements**

HR02.3 **Declaration of interest of matters related to this agenda**

HR02.4 **To receive the minutes from the last meeting**

To approve as a correct record, the minutes from the meeting held on 22<sup>nd</sup> October 2019.

HR02.5 **Staffing Update including adverse weather arrangement**

To receive an update from the Town Clerk in relation to staffing matters: Sickness, annual leave, office opening hours, staff meetings, ICT and office furniture upgrade, adverse weather plan

HR02.6 **Staff Training and Development**

To receive a written report from the Town Clerk in relation to training undertaken, and a staff development plan for the next 12 months

HR02.7 **Staffing Budget Update**

To receive a report on the month 9 position of the staffing budget

HR02.8 **Recruitment of a Project Officer**

To receive a report from the Town Clerk on the proposed Job Description for the Project Officer, and to agree the recruitment process

HR02.9 **Update to Terms of Reference**

To receive a report from the Town Clerk to note that Terms of Reference for this committee now include responsibility for selecting the Civic Award Recipients

HR 02.10 **Date of next committee meeting**

There will be an extraordinary meeting called at the appropriate time to receive the Civic Award applications (this will be a confidential meeting).

The next scheduled meeting of the committee will be held on Tuesday 29<sup>th</sup> September 2020