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Members of the public and press are entitled to be at the following meeting in accordance with 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.

This meeting is held on Zoom and the link is here:

<https://zoom.us/j/99726146525?pwd=dWJxNHJhUDFQTk9qWnlUZ3o0RmprZz09>

Meeting ID: 997 2614 6525

Passcode: 210507

Wednesday 17th March 2021

To: Cllrs C Inchley, G Mayall (Chair), T O'Connor, A McGuire, N Tolson (reserve) and Cllr M Harrison and S Hale (Ex Officio)

You are summoned to an **Additional Meeting of Human Resources Committee** to be held at **7.00 pm** on **Tuesday 23rd March 2021** on Zoom when the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC

Town Clerk

AGENDA FOR THE HUMAN RESOURCES COMMITTEE

MEETING, TUESDAY 23RD MARCH 2021

Please note that this meeting will be recorded and the link to the recording made available on the council website. By entering the meeting, you are accepting that you agree to be recorded. You may choose to turn off your camera so that you cannot be seen. However, Councillors must be able to hear, and to be heard.

Public question time, not to exceed 30 minutes

The purpose of this meeting is to complete business that was not completed on 9th February 2021

HR4.1 To receive any apologies for absence

HR4.2 Declaration of interest of matters related to this agenda

HR4.3 Chairman's Announcements

HR4.4 To approve the minutes from the last meeting

To approve as a correct record, the minutes from the meeting held on 9th February 2021

HR4.5 Marketing, Communication and Engagement Officer role and recruitment process

To receive a report from the Town Clerk containing the draft job description and person specification and to agree the recruitment process

HR4.6 Date of next committee meeting

It has been agreed that there will be 2 additional meetings for this committee in the municipal year. They will be advertised after May 2021.

HR4.7 To Consider the resolution to exclude the public and press in order to consider confidential matters in relation the following business

HR4.8 Confidential: Civic Awards

To receive a report from the Town Clerk and to consider the proposals

HR4.9 Confidential: Staffing

To receive a verbal update from the Town Clerk on a staffing matter