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# MINUTES FROM HUMAN RESOURCES MEETING

**Held on:** Tuesday 23rd March at 7.00pm. This was a virtual meeting On Zoom

**Attendance:** Councillors G Mayall (Chair), T O'Connor, A McGuire and M Harrison

**Present:** C Starkie, Town Clerk, L Evans,

**Absent:** Cllr Hale

**Public:** No members of the public

## HR4.1 Apologies for Absence

Apologies were received from Councillors Tolson and Inchley

## HR4.2 Declarations of Interest

There were no declarations of interest.

## HR4.3 Chair's Announcement

There were no Chair's announcements

## HR4.4 To approve the minutes from the last meeting

The minutes from 9th February 2021 were received and accepted as a true record

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

Councillors received a written report from the Town Clerk containing the draft job description and person specification to agree the recruitment process. After a discussion on the hours, the need for a funding officer, the job role and the flexibility of the role It was agreed that the committee agrees to start the recruitment process for a full time Marketing, Communications

SIGNED: ..... (CHAIR) DATE:.....

and Community Engagement officer. A small amendment was made to the JD that the post holder needed to have 5 years' experience (rather than 8).b

B The shortlisting and recruitment process was discussed and It was agreed that Cllrs Mayall, McGuire, Harrison and O'Connor form the shortlisting panel.

**It was resolved that**

The post be agreed.

Delegated authority be given to the Town Clerk to commence the recruitment process For Cllrs Mayall, McGuire, Harrison and O'Connor to form the shortlisting panel

**HR4.6 Date of next committee meeting**

At a request to hold 4 committee meetings per year, the next meeting will be arranged after May 2021.

**HR4.7 To resolve to exclude the public and press due to confidential aspect of the following Items**

Councillors agreed to exclude public and press from the meeting for the purpose of discussing a confidential matter.

**HR4.8 Confidential: Civic Awards**

Councillors considered the report from the Town Clerk. They agreed that the nominations received had not met the criteria as outlined In the policy and therefore no Civic Award would be made. They also requested that a review be undertaken of the merit of the award scheme at a future meeting.

**It was resolved that**

No Civic Awards be awarded this year.

**HR4.9 Confidential Staffing**

Councillors received a verbal request from the Town Clerk to make a minor amendment to a member of staff's contract of employment to align their contract with the other members of staff.

**It was resolved that**

An amendment to contract be made.

The meeting closed at 1957 hrs.