



Town Council Offices,
1 Park Road,
Shepton Mallet
BA4 5BS

t: 01749 343984

e: info@sheptonmallet-tc.gov.uk

w: www.sheptonmallet-tc.gov.uk

MINUTES FROM EXTRAORDINARY HUMAN RESOURCES MEETING

Held on Tuesday 14th December 2021 at 7.00pm. Held in The Committee Room, Mendip District Council Offices

Attendance: Councillors M Berkeley, D Crisfield, G Mayall, A McGuire (Chair). Cllrs M Harrison as Ex-Officio

Present: Jo Swift Locum Town Clerk and Becky Kingston-Wood, Democratic Support Assistant

Public: No members of the public

HR4.1 Apologies for Absence

Apologies were received from Councillors O'Connor and Hale

HR4.2 Declarations of Interest

There were no declarations of interest.

HR4.3 To consider the minutes from the meeting held on 21st September 2021.

The minutes of the meeting held on 21st September 2021 were accepted as a true record and accurate record.

Resolved that

The minutes of the meeting held on 21st September 2021 were accepted and signed as a true record.

HR4.4 Finance update

Councillors received a written report on the financial position of this committee at month 8.

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

Resolved that

Councillors noted the report.

HR4.5 To consider the resolution to exclude the public and press in order to consider confidential matters in relation the following business

Resolved that

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

HR4.6 Wellbeing of Officers

Councillors received a verbal update from Cllr Harrison and the Locum Town Clerk on the wellbeing of the office staff after attending the weekly team meetings.

A request has been received from a newly appointed officer to work from home.

A resignation was received from the Marketing, Communication and Community Engagement Officer.

Resolved that

The next meeting of this committee will be brought forward from February to January 2022 in light of the below resolutions:

- The working from home request will be reviewed, at the meeting in January, after some Information requested has been received for consideration.
- The Marketing, Communications and Community Engagement Officer vacancy to be reviewed along with the options for a Grants Officer at the meeting in January.

Standing orders were suspended at 7.23pm to discuss a matter not on the agenda

Standing orders re introduced at 7.25pm

HR4.7 Recruitment of the Town Clerk

Councillors received a verbal update on the recruitment of the Town Clerk.

Resolved that

- The Successful candidate, Claire Commons, has accepted the position of Town Clerk with a provisional start date of 14th March 2022.
- The training payment request will be considered after the probationary period has been completed.
- The Clerks Contract was fully reviewed and will be checked by the Councils HR legal representatives for final approval.
- The pay scale recommended by the Chairman of the HR committee and Locum Clerk was approved by the committee.

HR4.8 Date and Time of Next Meeting

The next meeting of the Human Resources committee has been brought forward to January 2022.
Date to be confirmed.

Meeting concluded at 8:10pm