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# MINUTES FROM EXTRAORDINARY HUMAN RESOURCES MEETING

**Held on** Tuesday 31<sup>st</sup> August 2021 at 7.00pm. Held at The Council Chamber, Mendip District Council Offices

**Attendance:** Councillors D Crisfield, G Mayall, A McGuire (Chair), T O'Connor. Cllrs M Harrison as Ex-Officio

**Present:** Liz Evans, Assistant Town Clerk/RFO & Becky Kingston-Wood, Democratic Support Assistant

**Public:** No members of the public

## HR2.1 Apologies for Absence

Apologies were received from Councillors Mayall, Crisfield and Hale

## HR2.2 Declarations of Interest

There were no declarations of interest.

## HR2.3 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.

## HR2.4 Project Officer Maternity Leave Cover

Councillors received a written report from the Responsible Financial Officer (RFO) on a temporary replacement for the Project Officer to cover maternity leave.

Councillors discussed different options for the employment of a temporary member of staff to cover the maternity leave.

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

Resolved that

Councillors agreed to the recruitment of a temporary Project Officer to cover maternity leave of the current Project Officer. It was agreed to employ the temporary member of staff on a 30hour per week contract utilising the current budget of the Project Officer and the Grants Officer. The job description will be reviewed to suit a temporary officer role.

**HR2.5 Engagement Locum Town Clerk**

Councillors received a written report from the Responsible Financial Officer on steps required to engage the services of a locum Town Clerk through the Local Council Consultancy (LCC).

Resolved that

Councillors agreed to delegate responsibility to the Responsible Financial Officer to research engaging the services of a locum Town Clerk through LCC. The start date, length of term and number of hours will be discussed at the next Human Resources Committee meeting on 21<sup>st</sup> September 2021.

**HR2.6 Recruitment of New Town Clerk**

Councillors received a written report from Responsible Financial Officer on the recruitment of a new Town Clerk

Councillors discussed the recruitment process of the new Town Clerk.

Resolved that

Councillors agreed to a recruitment process for a new Town Clerk.  
Councillors agreed to defer further recommendations to the next meeting of the Human Resources Committee on 21<sup>st</sup> September 2021.

**HR2.7 Outgoing Town Clerk**

Councillors received a written report from the Responsible Financial Officer on the outgoing Town Clerk

Resolved that

Councillors agreed to delegate responsibility to the Chair of the committee to liaise with the outgoing Town Clerk and report back at the next Human Resources Committee meeting on 21<sup>st</sup> September 2021.

**HR2.8 Date and Time of Next Meeting**

The next meeting of the Human Resources committee will be held on 21<sup>st</sup> September 2021.