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To: HR Cllrs; Crisfield (Vice-Chair), Ducker, Hale (Chair), Harrison, Kennedy, Mayall
All other recipients for information only.

22 March 2023

Dear Councillor

Summons

You are summoned to an extra ordinary meeting of the Human Resources Committee (HR) of Shepton Mallet Town Council for the transaction of the business shown on the agenda below. To be held at 7 pm on **Tuesday, 28 March 2023** in the Committee room, Mendip District Council

Public Participation

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 by noon on the day of the meeting on: info@sheptonmallet-tc.gov.uk or 01749 343984.

Any issues raised during the public session should relate to the remit of the committee. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

The public question time shall not exceed 30 minutes unless by resolution to suspend standing orders or at the discretion of the chairman. If a member of public wishes to share a document with council, these documents must be submitted to [Info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk) by noon on the day of the meeting.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members are reminded of their duty under the Code of Conduct.

Yours sincerely

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk

Encs

(document name and page number where it is referenced)

HUMAN RESOURCES COMMITTEE

Agenda

HR5.1	APOLOGIES	3
(7pm)	To receive and consider for acceptance, apologies for absence <i>(Local Government Act, 1972 s.85)</i>	(1 min)
HR5.2	DECLARATIONS OF INTEREST	4
(7.01pm)	To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. <i>(Shepton Mallet Town Council Code of Conduct, 2019)</i>	(2 min)
HR5.3	MINUTES	5
(7.03pm)	To receive the minutes of the previous meeting of the Human Resources Committee. <i>(Local Government Act 1972 Sch 12)</i>	(2 min)
HR5.4	STAFFING MATTERS	6
(7.05pm)	To consider confidential staffing matters..... <i>(Local Government Act 1972 Sch 12)</i>	(60 mins)

Anticipated meeting end time 8.05pm

Date of next meeting: 25th July 2023

HR5.1 Apologies

(7pm) To receive and consider for acceptance, apologies for absence

(1 min)

(Local Government Act, 1972 s.85)

Report Author: Town Clerk

HR5.1.1 Background

- a The Council (including committees) should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified.
- b Councillors are holders of public office and summoned to the meetings of the Council and its committees.

HR5.1.2 Apologies received and reason

- a None received at date of issue

HR5.1.3 Recommendation

- a That the meeting accepts or rejects each of the apologies presented. A press release is not required for this decision.

HR5.1.4 Reason for Recommendation

- a Accepting apologies resets the six-month absence rule.

(End)

HR5.2 Declarations of Interest

(7.01pm) To declare interests relating to the business of the meeting and receive dispensation requests from the Clerk. (2 min)

(Shepton Mallet Town Council Code of Conduct, 2019)

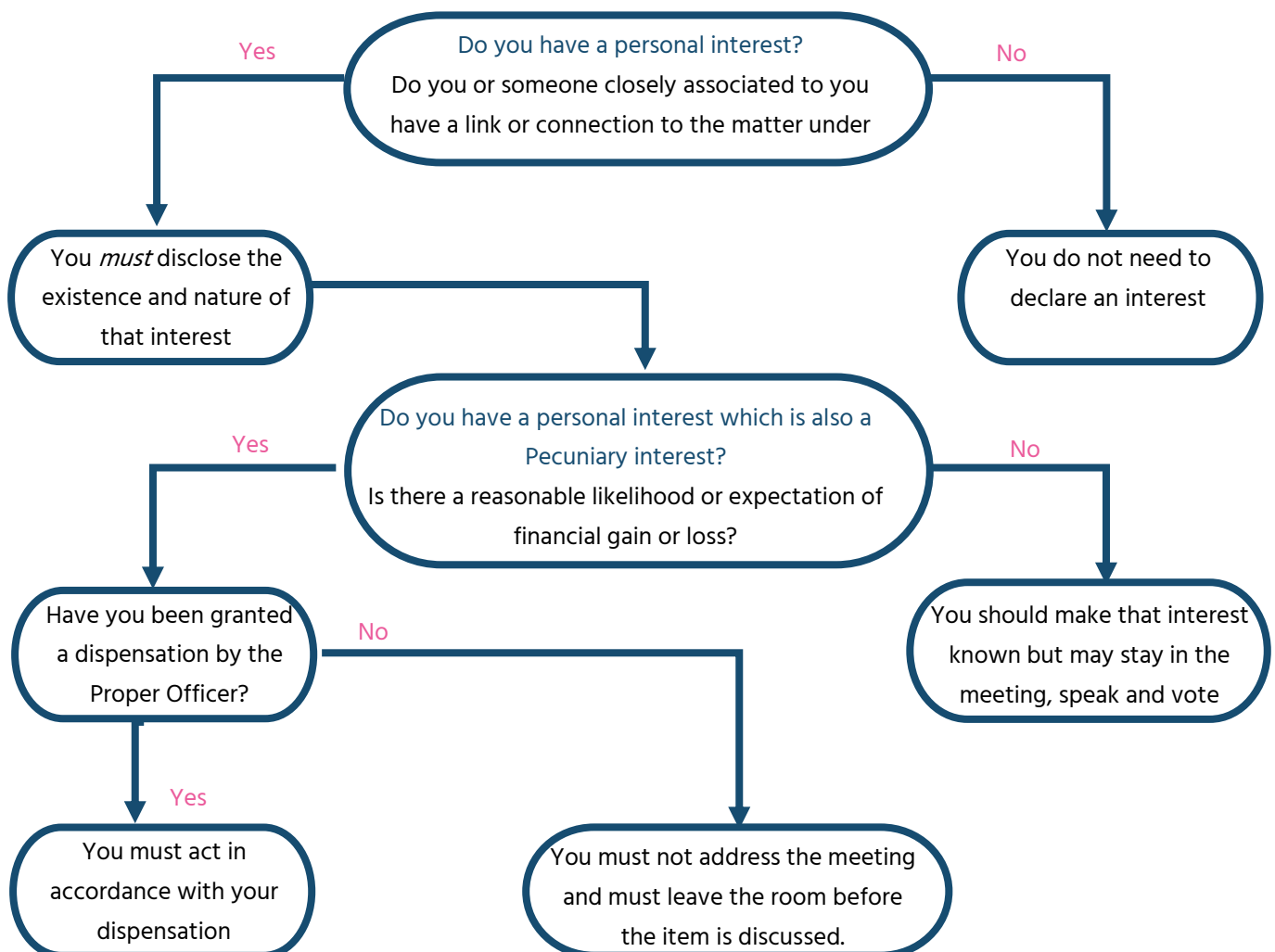
Report Author: Town Clerk

HR5.2.1 Background

- a Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2019. The Clerk will report any dispensation requests received.
- b Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. (Shepton Mallet Town Council Code of Conduct, 2019)

HR5.2.2 Recommendation

- a To note the declarations made during the meeting.



(End)

HR5.3 Minutes

(7.03pm) To receive the minutes of the previous meeting of the Human Resources Committee.

(2 min)

(Local Government Act 1972 Sch 12)

Report Author Town Clerk:

HR5.3.1 Background

- a When the meeting is approving the draft minutes of a previous meeting as an accurate record, the only issue for the meeting is whether the minutes accurately record the proceedings of the meeting and the resolutions made at them. It is irrelevant if the chairman or other councillors were not present at the meeting to which the draft minutes relate.
- b If it is necessary for the draft minutes of the previous meeting to be corrected because of inaccuracies then the amendments to the draft minutes must be approved by resolution. (Tharmarajah, 2013, p. 154).

HR5.3.2 Recommendation

- a That the minutes of [21st February 2023](#) be approved for signing as a true record of the decisions taken.

(End)

HR5.4 Staffing Matters

(7.05pm) To consider confidential staffing matters

(60 mins)

(Local Government Act 1972 Sch 12)

Report Author: Town Clerk

HR5.4.1 Confidential Business

- a Some council matters may be exempt from the public. Click [here](#) for more information.
- b The Local Government ACT 1972 Schedule 12A provides the framework for exempt information and to exclude public and press from certain items of council business.

HR5.4.2 Summary and Background information

- a Councillors are provided with a confidential document of supporting information relating to this item.

(End)