



Tuesday 15th November 2022
The Trinity Centre
6:15pm

Present

Cllrs Allan, Cooper, Mackey, Pears and Pocock.

In Attendance

Olive O'Sullivan—Chief Executive Officer (CEO) and Mary Watkins-Finance Manager.

There were no press or public present.

1 Election of Chairman

The CEO asked for nominations for Chairman of the Human Resources Sub-Committee.

Resolved that Cllr S Ward be elected as Chairman of the Human Resources Sub-Committee.

2 Election of Deputy Chairman

The CEO asked for nominations for Deputy Chairman of the Human Resources Sub-Committee.

Resolved that Cllr Allan be elected as Deputy Chairman of the Human Resources Sub-Committee.

3 Apologies of Absence

The CEO had received apologies from Cllr S Ward.

Resolved to accept the apologies.

4 Declarations of Interest

No declarations of interest were made.

5 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 8th February 2022.

6 Update on Recruitment

The CEO reported that there had been a limited response to the recruitment to the Greenspace Officer role and that an appointment had not been made.

Sub-Committee discussed the vacancies in the Staff Structure and the level of resilience in the existing officer team. It was suggested that the CEO undertake a review of the structure.

Resolved that the CEO undertake a review of the existing staffing structure, to be considered by the Human Resources Sub-Committee at a future meeting.

7 Chief Executive Officer update

The CEO asked Sub-Committee to consider the Town Council office opening hours over the Christmas period. All staff have two statutory days that could be used during an office closure alongside their annual leave.



Resolved that the Town Council close on Friday 23rd December 2022 and reopen on Tuesday 3rd January 2023.

8 National Salary Pay Award

Resolved to note the National Salary Pay Award applicable to Town Council staff from April 2022.

The meeting closed at 6:55pm.

Signed as a true record

Cllr S Ward

25th April 2023