



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

www.boroughbridge.org.uk

info@boroughbridge.org.uk

Tel: 01423 322956

MINUTES of HR COMMITTEE MEETING – 27th May 2025 at 18.00

Present:

Councillors Sean Hynes, Zoe Metcalfe, Jamie McNeil, Pauline Phillips

1. Apologies - none

2. No declared interests

3. HR policies reviewed and adopted (including the Performance Appraisal policy subject to one change).

Proposed SH

Seconded ZM

All in favour.

4. Staff appraisals conducted by SH were discussed and approved.

Proposed SH

Seconded ZM

All in favour

5. Code of Conduct training

The next round of training is in August unless we can access some at an earlier date.

6. Info sharing

JM to ask tree contractor to trim the cherry tree blocking the CCTV vision of the public toilets to assist anti-social behaviour.

Actions

LL to change the wording in the Performance Appraisal policy from staffing committee to HR committee.

SH to discuss with LL the setting of a Personal development plan for each member of staff.

LL to order hi viz tabards and lanyards for the toilet caretaker.

Also to check his contract.

Signed _____

Date _____

Chairman of HR Committee