



HR COMMITTEE MEETING MINUTES– Monday 23rd March 2026 at 6pm.

Present: Cllr S Hynes (Chair), Cllr Pauline Phillips, Cllr Zoe Metcalfe, Cllr Jamie McNeil, Liz Leatherbarrow (Clerk, who also took the minutes).

The meeting started at 18.08

16. To receive and consider apologies for absence and record them in the minutes

None.

17. To receive and note any declaration of Interests in items on the Agenda

None.

18. To receive report on Performance Management reviews held for end of 2025-6

Sean postponed Agnes and Pam's reviews until tomorrow morning due to work commitments

Agnes requesting working hours to change from 8:30am-1:00pm to 9:00am-2:00pm

Driven by tourist information lone working issues identified.

Resolved to agree to this change.

Pam completed Performance Management tasks re job description but document to discuss tomorrow. Liz to check with Pam about new statement written.

Reviews will be reported at next HR meeting

19. To receive Burial Clerk role information and consider any future implications

Sean to share after PM reviews have taken place.

20. To receive and consider review of staff contracts

All staff contracts need converting to NALC framework model to meet statutory requirements from April 2026.

Resolved: To approve adoption of standardised employment contracts from NALC, with BTC information included as appropriate.

ACTION: Clerk to draft new contracts based on NALC template and circulate for review

Minimum wage increase will be statutory from April 2026, set at £12.71.

Cleaner currently paid £12.21, requires 50p/hour increase (average of £4/month)

Current cleaner has no formal contract on record despite 3+ years of service

- Concerns identified:
 - 2 hours/week seems excessive for office cleaning
 - His work practices violate the lone working policy (unsupervised access to all office areas, unknown schedule)
 - It is thought the cleaners' wife sometimes assists (concerns exist therefore regards insurance/liability issues)
 - He is a Key holder with potential unsupervised access to sensitive documents
- Proposed changes:
 - Reduce hours to 1 hour/week
 - Require supervision during cleaning (work only when staff present)
 - Formal contract with proper job specification to organise and implement.

ACTION: Clerk to arrange meeting with cleaner to discuss new terms and contract

Liz informed Committee she is now entitled to additional holiday day after 5 years continuous service

- Pro-rated to 20-hour working week.

21. To consider Policies for review: Code of Conduct, Standing Orders, Terms of Reference for HR, Training Policy, Diversity and Inclusion Policy, Co-option Procedure and Processes, Disciplinary and grievance policy, Performance Management and Appraisal Policy

Standing orders: **Resolved** to adopt NALC model with BTC code of conduct integration

ACTION: Clerk to merge existing code of conduct policy with NALC template. To include as PM target and present draft at in June/July full council meeting.

Training policy amendment approved: *Annual committee-specific training requirement added.*

All other policies (diversity/equality, co-option procedures) remain current

Social Media Management was discussed when considering policies reviewed.

Facebook page access issues were identified:

Three people not on town council still have admin access

Password/login details are unknown

Nathan (social media chair) cannot access account

Solutions suggested to try to implement with Social Media Committee Chair:

- Add Nathan as admin through existing access
- Investigate password recovery via linked email
- Consider creating new town clerk Facebook account if needed

ACTION: Clerk to Investigate Facebook page access, add Nathan as admin and resolve issues identified.

The meeting closed at 19:20.

Signed _____

Date _____

Chairman of HR Committee