



HR Committee Meeting Minutes Thursday 13 November 2025

HRC 21 / 25 Attendance and apologies.

Attendance: Cllr Hilton (Chair), Cllr Buxton, Cllr Evans and Cllr Morgan

Absent: Cllr Penney

In Attendance: Natalie Hayes - Clerk

HRC 22 / 25 Disclosure of pecuniary interests and other registerable interests

No members declared a personal interest in any items on the agenda.

HRC 23 / 25 To approve the minutes of the HR Committee meeting 11 September 2025

RESOLVED: That the HR Committee approved the minutes of the meeting held on 11 September 2025. The Chair signed the minutes as an accurate record of the meeting.

HRSC 24 / 25 To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following items by reason of the confidential nature (detail of staffing arrangements) of the business to be transacted.

Part 2 – Confidential

Even though these agenda items were held in confidential session, the minutes are not considered confidential.

HRC 25 / 25 Approval of the Confidential Minutes of the meeting of 11 September 2025

RESOLVED: That the HR Committee approved the Confidential minutes of the meeting held on 11 September 2025. The Chair signed the minutes as an accurate record of the meeting.

HRC 26 / 25 BACS bureau

TO NOTE: The committee asked that the Clerk review the document and add more details about the process before taking to Full Council for approval.

HRC 27 / 25 Staffing Matters

RESOLVED: The committee agreed to officially appoint the Clerk as the RFO.

HRC 28 / 25 Risk Register – Council Management

RESOLVED: The Clerk highlighted the areas of the Risk register that would fall under the responsibility of the HR Committee. A summary of these would be included in the report going to Full Council in January 2026.

HRC 29 / 25 Date of next meeting

The date of the next meeting was noted.

An Extraordinary meeting of HR Committee was requested for 9.30am on the 9th December 2025 to discuss matters before being taken to 20th January Full Council.

The meeting started at 10.33 am and closed at 12.25 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT