



Extraordinary HR Committee Meeting Minutes Thursday 4 December 2025

HRC 31 / 25 Attendance and apologies.

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

Apologies: Cllr Buxton

In Attendance: Natalie Hayes – Clerk/RFO

HRC 32 / 25 Disclosure of pecuniary interests and other registerable interests

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

HRC 33 / 25 Grievance Policy

RESOLVED: The committee discussed the changes to be made to the policy, to bring it inline with the NALC model. Once updated the Clerk would share with Cllr Hilton to sense check. The final version would be presented to Full Council in January for approval.

Part 2 – Confidential

HRSC 34 / 25 To resolve to exclude members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted (staffing arrangements).

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

HRC 35 / 25 Review of payroll processing arrangements

RESOLVED: The committee fed back to the Clerk regarding the paper presented and asked for more details to be included about the current process. The proposal would be presented to Full Council in March.

HRC 36 / 25 Date of next meeting

The date of the next meeting was confirmed as Thursday 15th January at 10.30am.

The meeting started promptly at 10.30 am and closed at 12.30 pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____