



HR Committee Meeting Minutes Thursday 15 January 2026

HRC 37 / 25 Chair welcome

The Chair opened the meeting and reminded attendees of the fire regulations and to switch mobile phones to silent.

HRC 38 / 25 Attendance and apologies.

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

In Attendance: Natalie Hayes – Clerk/RFO

HRC 39 / 25 Disclosure of pecuniary interests and other registerable interests

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

HRC 40 / 25 Minutes of HR meeting 13th November 2025

RESOLVED: To approve the minutes of the HR meeting held on 13th November 2025.

HRC 41 / 25 Update from the Clerk

The Clerk updated the HR Committee on several matters she is working on:

- Payroll/BACS Bureau Paper for Council Approval
The Clerk advised that she had been working with Cllr Hilton on the paper. It is still a work in progress.
The Committee requested that details of a cancellation policy be included.
The paper will be taken to Council for approval in March or April.
- Grievance Policy
Updated amendments are being prepared for approval at the Council meeting on 20 January.
- Mobile Phone Policy
Feedback was to make the policy more general and remove references to specific job roles.
- Company Vehicle Use Policy
The Clerk has been working on a company vehicle use policy, which will be brought to the next HR Committee meeting.

RESOLVED: Due to the volume of work, the Committee will provide the Clerk with a list of priorities for HR matters.

HRSC 42 / 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).

Part 2 – Confidential

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

HRC 43 / 25 Update from the Chair of the HR Committee

At 11:05am the Clerk left the meeting so that matters of a confidential nature could be discussed.

HRC 44 / 25 Date of next meeting

The date of the next meeting was confirmed as **Thursday 12 March at 10.30am.**

The meeting started promptly at 10:30 am and closed at 12:00 pm.

Cllr Penney left the meeting at 11:50am.

Signed as a true record of the meeting:

Signed: _____

Dated: _____