



**SHAFTESBURY TOWN COUNCIL**

**Human Resources Committee**

Minutes of a meeting of the Human Resources Committee held in the Mayor's Parlour, High Street, Shaftesbury Dorset SP7 8LY on Thursday 24<sup>th</sup> November 2016, commencing at 10.30am

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**Members Present:**

Councillor Perkins (Chair)  
Councillor R Tippins

Councillor Taylor (Vice-Chair)

**Officers Present:**

Nick Randle OBE, Locum Town Clerk  
Claire Commons, Interim Deputy Town Clerk

**MINUTES**

**Public Participation**

There were no members of the public present.

**HR32 Apologies**

Apologies were received and accepted from Councillor Lewer due to holiday and Councillor Francis due to a conflicting engagement.

**HR33 Declaration of Interests and Dispensations**

Mrs Commons declared an interest in the recruitment of the Town Clerk.

**HR34 Minutes**

The adoption of the minutes of the meeting held on 20<sup>th</sup> October 2016 were deferred to the next meeting of the Committee.

**HR35 Confidential Information**

It was **RESOLVED** that, in accordance with Section 2 of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of confidential information, (as defined in the respective paragraph of Part 1 of Schedule 12a of Section 100a(4) of

the Local Government Act 1972), and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

**HR36 Salaries**

Officer report 1116HR05 was received and it was **RESOLVED** that the salaries for November 2016 be approved for payment.

**HR37 Vacancies**

Officer report 1116HR06 was received.

Mrs Commons left the meeting at 10.34am

**Town Clerk**

The committee considered applications that had been made for the position of Town Clerk.

It was **RESOLVED** to recommend to an Extraordinary Meeting of the Town Council an appointment for the position of Town Clerk. Confidential minutes refer.

**Orderly/grounds person**

Mrs Commons returned to the meeting at 11.13am

The Committee **RESOLVED** to recruit 1 full time orderly/grounds person.

**HR38 Training**

Officer report 1116HR07 was received and it was **RESOLVED** to approve the training as outlined in the report.

**HR39 Cleaner**

Officer report 1116HR08 was received and it was **RESOLVED** to recruit a cleaner for the Town Hall.

**HR40 Officer Report and Future Meetings of the Committee**

Officer report 1116HR09 was received. It was **AGREED** to cancel the committee meeting scheduled for 7<sup>th</sup> December. Only routine business was identified for inclusion on the agenda for 21<sup>st</sup> December 2016.

There being no further business, the Chairman closed the meeting at 11.26 am

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Signed

Date