



Meeting (No) **HR SUB-COMMITTEE (3)**  
Time & Date **5pm, Tuesday 10 November 2020**  
Place **Remote meeting via Zoom**  
Document **Minutes**

**Present:** Cllrs Hinks, Hudspeth, Kynaston, Warner and Wastell.

**In attendance:** Miss A Duncan (Governance & Operations Manager).

**PART 1: Items considered in the presence of the press and public**

**23 Election of Chairman**

The Policy & Resources Committee Chair opened the meeting and called for nominations.

**RESOLVED** to elect Cllr Warner as Chairman of the HR Sub-committee to serve until the first meeting of the HR Sub-committee in the new Council year.

Cllr Warner chaired the remainder of the meeting.

**24 Election of Vice-Chairman**

**RESOLVED** to elect Cllr Wastell as Vice-chairman of the HR Sub-committee to serve until the first meeting of the HR Sub-committee in the new Council year.

**25 Questions and comments from residents**

There were no questions or comments from residents.

**26 Apologies for absence**

There were no apologies for absence.

**27 Declarations of interest**

There were no declarations of interest.

**28 Minutes of the last meeting**

**RESOLVED** to approve minutes of the HR Sub-committee (formerly Policy Sub-committee) meetings held on 21.08.2020 and 05.10.2020. Minutes to be signed at the next face-to-face meeting of the HR Sub-committee.

**29 Market and Estate Officer role**

The Sub-committee considered recruitment for the vacant post of Market and Estate Officer and agreed to recommend to Council that a Markets Officer position be advertised for 10.5 hours per week on a 12-month fixed term contract using the job description and person specification detailed in paper HR3/29 with the addition that the role to also include some routine town hall maintenance duties.

**RESOLVED** that, should Council agree to recruitment, the post would be advertised in January 2021 for two weeks using Jobcentre Plus, Town Council website and noticeboards and AMA (cost of AMA advertising £45+VAT), NCYC and flyers at locations such as post offices. Market agency staff to be made aware of the vacancy.

It was decided not to recruit an Estate Officer but to update the assistant market operative (agency worker) job description with the addition that the role would also include some routine town hall maintenance duties.

**30 Date of next meeting**

To be confirmed.

The meeting closed at 6pm

Signed

Date

8/11/2021