



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **HR Committee**, which will be held on **Thursday, April 30, 2026, at 15:00, at Manor Office, North Street, Credition, EX17 2BT.**

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

Rachel Avery FSLCC

Town Clerk

Friday, 24 April 2026

Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

AGENDA

49 - Welcome and Introductions

Opening of meeting by the Chair and member introductions

50 - Public Question Time

To receive questions from members of the public relevant to the work of the council (a maximum of 15 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

51 - Apologies

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

52 - Declarations of Interest and Requests for Dispensations

52.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda

52.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)

53 - Chair's and Clerk's Announcements

To receive any announcements which the Chair and Town Clerk may wish to make (for information only)

54 - HR Committee Meetings

To approve and sign the minutes of the meeting held on 06 March 2026, as a correct record

55 - Staff accommodation

To receive the report from the Town Clerk regarding staff accommodation, and to consider the recommendations therein

56 - Part II

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

57 - Staffing Matters

To discuss staffing matters, including the Town Clerk's email sent on 15 April, and to agree any further action

58 - Town Clerk's Appraisal

To receive a verbal update from Cllrs Brookes-Hocking and Huxtable, and to agree any further actions

59 - Reports Pack

Attachments

[2026-03-06 - HR Committee - Minutes.docx](#)



Minutes of the HR Committee meeting held on Friday, March 6, 2026 at 16:30 at Manor Office, 6 North Street, Credition, EX17 2BT

Present: Cllrs Liz Brookes-Hocking, Steve Huxtable, Rachel Backhouse, Vix Frisby, and Paul Perriman

Minute Taker: Cllr Liz Brookes-Hocking

MINUTES

40 WELCOME AND INTRODUCTIONS

Cllr Brookes-Hocking welcomed those in attendance and members introduced themselves.

41 PUBLIC QUESTION TIME

There were no members of the public present.

42 APOLOGIES

There were no apologies.

43 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

43.1 TO RECEIVE DECLARATIONS OF PERSONAL INTEREST AND DISCLOSABLE PECUNIARY INTERESTS (DPI'S) IN RESPECT OF ITEMS ON THIS AGENDA

No declarations of personal interest or disclosable pecuniary interests were received.

43.2 TO CONSIDER ANY DISPENSATION REQUESTS (REQUESTS SHOULD BE MADE TO THE TOWN CLERK PRIOR TO THE MEETING)

No dispensation requests were received prior to the meeting.

44 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

45 HR COMMITTEE MINUTES

Decision: It was **resolved** to approve the minutes of the HR Committee meeting held on Thursday, 29 January 2026. (Proposed by Cllr Brookes-Hocking)

46 PART II

Decision: It was **resolved** to approve the exclusion of the public and press were from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. (Proposed by Cllr Brookes-Hocking)

47 STAFFING

There was a discussion around staffing issues.

Decision: It was **resolved** that any actions from the meeting would be conveyed to the Town Clerk, for either action of further approval. (Proposed by Cllr Brookes-Hocking)

48 REPORTS PACK

Signed

Dated.....