



To All Credition Town Councillors

You are hereby summoned to attend a meeting of the **HR Committee**, which will be held on **Thursday, July 9, 2026, at 15:30, at Manor Office, 6 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, 03 July 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

1 - Election of Chair 2026/27

To seek nominations and elect the Chair for the ensuing year

2 - Election of Deputy Chair 2026/27

To seek nominations and elect the Deputy Chair for the ensuing year

3 - Welcome and Introductions

Opening of meeting by the Chair and member introductions

4 - Public Question Time

To receive questions from members of the public relevant to the work of the committee AND related to matters on the agenda (CTC's adopted Standing Orders 3d, 3e and 3g; a maximum period of 3 minutes will be permitted for any person wishing to ask up to three questions with a maximum of 15 minutes being allowed for this item)

5 - Apologies

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

6 - Declarations of Interest and Requests for Dispensations

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

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

7 - Climate Emergency

To note that decisions will be made with the climate emergency at the forefront of decision and policy making

8 - HR Committee Minutes

To approve and sign the minutes of the meeting held on **30 April 2026**, as a correct record

9 - Chair's and Clerk's Announcements

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

10 - Date of next meeting

To note that the date of the next meeting will be on **Thursday 08 October 2026**

11 - 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

12 - Town Clerk's Appraisal

To review and note documentation relating to the Town Clerk's appraisal, and agree any further actions

13 - External Staffing Review

To receive the Town Clerk's confidential report regarding an external staffing review and to agree any recommendations therein

14 - Reports Pack**Attachments – for internal use only**

[2026-04-30 - HR Committee - Minutes.pdf](#)



Minutes of the HR Committee of the Democratic Services held on Thursday, April 30, 2026 at 15:00 in Manor Office, 6 North Street, Credition, EX17 2BT

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

Absent: Cllr Paul Perriman

Minute Taker: Rachel Avery, Town Clerk

MINUTES

49 WELCOME AND INTRODUCTIONS

Cllr Brookes-Hocking opened the meeting at 15.06.

50 PUBLIC QUESTION TIME

There were no members of the public in attendance.

51 APOLOGIES

No apologies had been received.

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

Item 55 - Cllr Huxtable declared a personal interest in the item relating to The Bookery.

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

There were no dispensation requests.

53 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

54 HR COMMITTEE MEETINGS

Decision: It was **resolved** to **approve** the minutes of the meeting held on 06 March 2026. (Proposed by Cllr Brookes-Hocking)

55 STAFF ACCOMMODATION

Consideration was given to the contents of the report, and the impact that the lack of office accommodation has had of staff wellbeing.

Decision: It was **resolved** to approve the hire of The Bookery for a maximum of two days, subject to staff agreement. (Proposed by Cllr Huxtable)

56 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)

57 STAFFING MATTERS

There was a discussion regarding existing staffing matters.

Decision: It was **resolved** to review the Vexatious Complaints Policy. (Proposed by Cllr Huxtable)

58 TOWN CLERK'S APPRAISAL

Cllrs Brookes-Hocking and Huxtable provided a verbal update.

59 REPORTS PACK

Signed

Dated.....