



**Minutes of the HR Committee of the Democratic Services held on Thursday, July 9, 2026 at
15:30 at Manor Office, North Street, Crediton, EX17 2BT**

Present: Cllrs Rachel Backhouse, Liz Brookes-Hocking, Joyce Harris and Steve Huxtable

Apologies: Cllr Vix Frisby

Minute Taker: Rachel Avery, Town Clerk

MINUTES

1 ELECTION OF CHAIR 2026/27

Cllrs Brookes-Hocking and Frisby were nominated as Chair.

Decision: Cllr Brookes-Hocking was elected Chair for 2026/27 (Proposed by Cllr Harris)

2 ELECTION OF DEPUTY CHAIR 2026/27

Cllr Frisby was nominated as Deputy Chair.

Decision: Cllr Frisby was elected Deputy Chair for 2026/27 (Proposed by Cllr Backhouse)

3 WELCOME AND INTRODUCTIONS

Cllr Brookes-Hocking opened the meeting. There were no introductions as there were no members of the public present and the meeting was not live streamed.

4 PUBLIC QUESTION TIME

There were no members of the public present.

5 APOLOGIES

Decision: It was **resolved** to receive and accept apologies from Cllr Frisby (personal).
(Proposed by Cllr Brookes-Hocking)

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

There were no declarations of interests.

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

No dispensation requests had been received.

7 CLIMATE EMERGENCY

Members **noted** that decisions would be taken with the climate emergency at the forefront of decision and policy making.

8 HR COMMITTEE MINUTES

Decision: It was **resolved** to **approve** the minutes of the HR Committee meeting held on 30 April 2026. (Proposed by Cllr Harris)

9 CHAIR'S AND CLERK'S ANNOUNCEMENTS

There were no announcements.

10 DATE OF NEXT MEETING

The date of the next meeting was confirmed as **Thursday 08 October 2026**.

11 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)

12 TOWN CLERK'S APPRAISAL

The recent appraisal was discussed, with a review of scoring and comments being undertaken.

Decision: It was **resolved** that the next appraisal process would be an agenda item for the next meeting. (Proposed by Cllr Huxtable)

13 EXTERNAL STAFFING REVIEW

The confidential report was received and considered.

Decision: It was **resolved** to recommend that the contractor travelling less miles would be recommended, for approval by the Oversight Committee.

APPENDIX

14 REPORTS PACK

Signed

Dated.....