



**Minutes of Credition Town Council's HR Committee held on
Thursday 12 June 2025 at 13.00, at Credition Town Council Offices, 8 North Street, Credition**

Present: Cllrs E Brookes-Hocking, S Huxtable, R Backhouse and V Frisby

Absent: Cllr P Perriman

In Attendance: Rachel Avery - Town Clerk

1. Election of Chair for 2025/26

It was **resolved** to elect Cllr Brookes-Hocking as Chair. (Proposed by Cllr Huxtable)

2. Election of Deputy Chair for 2025/26

It was **resolved** to elect Cllr Backhouse as Deputy Chair. (Proposed by Cllr Huxtable).

3. Welcome and Introduction

Cllr Brookes-Hocking welcomed those in attendance, but members did not introduce themselves.

4. Public Question Time

There were no members of the public present

5. Apologies

There were no apologies.

6. Declarations of Interest and Requests for Dispensations:

There were no declarations of interest or requests for dispensations.

7. Climate Emergency

It was **noted** that all decisions would be made with the climate emergency at the forefront of decision and policy making.

8. Order of Business

There were no changes to the order of business.

9. Chair's and Clerk's Announcements:

There were no announcements.

10. Training

Consideration was given to members attending the 'Being a Good Employer' training run by DALC. It was **resolved** that Cllrs Huxtable, Backhouse and Brookes-Hocking would enrol on a date suitable to them. (Proposed by Cllr Brookes-Hocking)

It was **noted** that a training plan for councillors should be considered. It was **noted** that the Town Clerk would contact DALC, SLCC and other councils for information on

this, highlighting that there may be potential to join with other councils to ensure cost benefit.

It was **resolved** that the Town Clerk would investigate relevant HR training and report back to the committee. (Proposed by Cllr Huxtable)

11. To agree a schedule of meeting dates for this committee

It was **resolved** that meetings would generally be held on the second Thursday of October, January and April in the council year 2025-26, at 09.00. (Proposed by Cllr Backhouse)

12. Date of next meeting

The date of the next meeting was **noted** as being Thursday 14 October 2025 at 09.00.

PART II

13. 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**

It was **resolved** to move to Part Two. (Proposed by Cllr Brookes-Hocking).

14. Vexatious Complaints Process

It was **resolved** to review the policy, prior to consideration of enactment. (Proposed by Cllr Huxtable)

It was **noted** that the policy would be reviewed by the Town Clerk and added to the next Full Council agenda.

15. Staffing

A discussion took place regarding the Town Clerk's workload.

16. Town Clerk Appraisal

It was **resolved** that the appraisal would include a 360 review, which Cllr Huxtable agreed to investigate with the Town Clerk. (Proposed by Cllr Brookes-Hocking)

Signed

Dated.....