

**Minutes of the meeting of Watton Town Council HR Committee held at  
Wayland Hall on Tuesday 1<sup>st</sup> November 2022**

1. No apologies for absence received.
2. No Declarations of Interest made.
3. Minutes from the HR meeting held on 25.08.22 were agreed as a true record and signed by the Chairman.
4. The draft of the Communications Policy was reviewed with suggested amendments agreed. The revised draft will be recommended for acceptance by Full Council on 08.11.22, with the notion that the Policy will be implemented in Spring 2023.
5. The quote received for future IT provision was considered.

To recommend to Full Council that:

- I. an agreement is made in principle that all Councillors are to be provided with appropriate training and a laptop to use for Council business. Implementation to be for the new Council from May 2023.
- II. Standing Orders to be amended to include an expectation that Councillors will undergo relevant training.

One IT company approached has provided quotes:

- To provide laptop computer for Councillors £6733 plus £30 monthly
- Or to provide Surface Notebooks for Councillors £16933 plus £88.50 monthly

In addition to this monthly support of £349.95 to manage all devices for Councillors and staff.

Other quotes would need to be obtained once a decision has been made.

6. The next meeting of the HR Committee will be to undertake the Clerks annual appraisal. Date set Monday 14<sup>th</sup> November at 3pm.