

**Minutes of the meeting of Watton Town Council HR Committee held at
Wayland Hall on Wednesday June 14th 2023**

Present: Stan Hebborn (Chairman), Sue Hebbon and Gillian Tarrant

1. Apologies for absence received and accepted from Pat Warwick.
2. Resolution passed to exclude the public and press to consider staffing matters.
3. No Declarations of Interest made.
4. Minutes from the HR Committee meeting held on 05.12.22 were presented and accepted but were not signed as no Councillors present had attended the meeting on 05.12.23.
5. Increase to staffing hours.

Members of the HR Committee had met with all staff to informally gather information as to what role might be beneficial for the Council Team should it be agreed additional staffing hours are wanted to help manage the Charlotte Harvey Trust Community Hub.

It is felt a need has been identified but budget considerations are necessary and more ground work as to what role(s) would best serve the smooth running of the Charlotte Harvey Trust (CHT) is required.

Various ideas have been put forward including the suggestion that more cleaning hours should be considered, and should cleaning return to being in house rather than engaging a contractor?

If cleaning were to become in house should two new roles be created? Would a warden role include cleaning and should an admin person also be appointed?

- The Chairman offered to find out how other local community buildings are staffed and managed.
 - The Clerk will look at the current cleaning contract for CHT to see how long it runs.
 - A template showing how current staff roles overlap with work need for CHT will be compiled.
 - What budget will be needed for any addition to staffing (estimate £30,000)?
6. A joint meeting of the HR Committee, Finance Committee and Charlotte Harvey Trust Management Committee will be arranged to consider what extra staffing is wanted.
A report will then be presented to Full Council on July 11th 2023 to enable agreement to be made as to how to proceed with suggested increased staffing.

