



SHAFTESBURY TOWN COUNCIL

## Human Resources Committee

Minutes of the Human Resources Committee held in the Council Chamber, Town Hall, High Street, Shaftesbury Dorset SP7 8LY on Thursday, 12 October 2017 commencing at 10:00am.

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### Members Present

Councillor Perkins (Chair)  
Councillor Taylor

Councillor Proctor  
Councillor Todd

### Absent:

Councillors Lewer, Austin, Loader

### Officers Present:

Claire Commons, Town Clerk

## MINUTES

### Public Participation

There were no members of the public present

#### H21 Apologies

Apologies were received from Councillor Austin due to conflicting council engagement and Councillors Lewer and Loader due to holiday.

#### H22 Declarations of Interest and Dispensations

All members were invited to declare any interests throughout the meeting if the need arose. The Town Clerk declared an interest in item 10, Town Clerk.

#### H23 Minutes

It was **RESOLVED** to approve the minutes of the meeting held on Tuesday, 05 September 2017 and the minutes were duly signed.

#### H24 Confidential Session

There was no requirement to go into confidential session as there were no members of the press or public present.

#### H25 2018/19 Budget

The Clerk provided details of the current budget and projected budget for the following year. Anticipated training requirements were discussed and it was **RESOLVED** to **RECOMMEND** a staffing budget of £300,514 for

2018/19. It was noted that this included lifeguards' costs which would show under the Swimming Pool budget heading.

## **H26 Christmas**

Officer report 1017HR6 was received and it was;

H26a **RESOLVED** to hold the Staff and Councillor Christmas event at the Mitre with refreshments provided (Budget provision – Hospitality) and;

H26b **RESOLVED** to provide up to £180 for a staff Christmas meal. (Budget provision – Staff Subsistance)

## **H27 Staff Structure**

Officer report 1017HR7 was received and it was **RESOLVED** to amend the staff structure so that the Office Administrator reported directly to the Business Manager.

## **H28 Business Manager**

Officer report 1017HR8 was received. It was **RESOLVED** to provide the salary and potential earnings as outlined in the Officer Report and that the detail of the performance objectives be delegated to the Clerk and Chair of the Human Resources Committee

## **H29 Grounds Staff**

Officer report 1017HR9 was received. It was **RESOLVED** to provide formal thanks to two groundsmen for their commitment to the role over the last three months.

## **H30 Town Clerk**

Officer report 1017HR10 was received and it was **RESOLVED** that the Town Clerk be confirmed in post.

There being no further business, the meeting was closed at 8.32pm.

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Signed

Date