



# CHARD TOWN COUNCIL

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 [www.chard.gov.uk](http://www.chard.gov.uk)

Mayor: Cllr Martin Carnell Town Clerk: Paul Russell

## HR & PERSONNEL COMMITTEE

**All Council and Committee Meetings are  
open to the Public & Press**

Publication Date: Tuesday 1<sup>st</sup> November 2022

**TO:** Cllr A Kenton (Chair), Cllr Baker, Cllr Brown, Cllr Carnell, Cllr Eggins and Cllr J Kenton, Cllr Richter and Cllr Watson.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the HR & Personnel Committee to be held on Tuesday 8<sup>th</sup> November 2022 commencing at 7:00pm in the Guildhall, Fore Street, Chard TA20 1PP.

A handwritten signature in black ink, appearing to read 'Paul Russell', written over a light blue circular stamp.

Paul Russell, Town Clerk

#### **PUBLIC PARTICIPATION**

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the HR & Personnel Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

#### **Public Participation Time**

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council.

# AGENDA

## **2022/13 APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

## **2022/14 DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

## **2022/15 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

As certain items are expected to include the consideration of exempt information the Human Resources & Personnel Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

## **2022/16 COMMITTEE MEETING MINUTES**

To confirm and sign the minutes of the HR & Personnel Committee meeting held on 5<sup>th</sup> July 2022 and Tuesday 11<sup>th</sup> October 2022 (copy to follow).

## **2022/17 DATE OF NEXT MEETING**

To note that the next HR & Personnel Committee meeting will be held on Tuesday 7<sup>th</sup> March 2023 commencing at 7:00pm.

## **2022/18 CONFIDENTIAL MATTERS**

**In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item 2022/15 above refers)**

- (a) Recruitment** – To discuss the recruitment of a new Town Clerk and the approve the timetable for advertising and interviews.
- (b) Personnel Report** – To receive the attached report and consider the recommendations contained within the report that require decision.