

**Present:** Councillors Anderson, Brownson and Race

**Also Present:** David Anderson (Town Clerk).

**HR.1/13 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** That Councillor Brownson be appointed Chairman of the Human Resources Committee

**HR.2/13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blackburn and L. Zair.

**HR.3/13 DECLARATIONS OF INTEREST**

No declarations of interest were submitted.

**HR.4/13 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

**HR.5/13 EXCLUSION OF PRESS AND PUBLIC**

In accordance with the provisions of Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excluded the press and public for the remaining items on the agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

**HR.6/13 REVIEW OF STAFFING STRUCTURE**

Consideration was given to a report of the Town Clerk reviewing the Council's staffing structure to enable it to meet its obligations and move towards fulfilling its aspirations efficiently whilst maintaining cost effectiveness. The proposals also enabled the Town Council to provide necessary support to the Town Team to help achieve our shared aims.

- RESOLVED:**
1. That the recommendations to amend the Council's staffing structure be approved.
  2. That the post of Assistant Town Clerk be advertised as detailed in the report.
  2. That the post of Admin Assistant be increased to full time hours (37 hours per week) with effect from 1<sup>st</sup> November 2013.

**Signed:** .....  
**Chair**