

Minutes of a meeting of the HR Committee,  
of Bingham Town Council, held in the Council Chamber at The Old Court House,  
Church Street, Bingham on Tuesday 11 July 2022 at 7pm

**PRESENT:**

Councillors: T Wallace, M Stockwood, F Purdue-Horan, N Mees, G Williams, and S Perkins

Members of the Public: 1 including Councillor A Shelton

Officers: J Riddle (Town Clerk) & C Beecroft (Deputy Clerk)

**1. ELECT AND APPOINT A CHAIR**

Councillor T Wallace was nominated as Chair by Councillor S Perkins and this was seconded by Councillor G Williams.

Councillor M Stockwood was nominated as Chair by Councillor F Purdue-Horan and this was seconded by Councillor M Stockwood.

A recorded vote was requested by Councillor F Purdue-Horan

For Councillor T Wallace:

Councillor S Perkins  
Councillor G Williams  
Councillor T Wallace  
Councillor N Mees

For Councillor M Stockwood:

Councillor F Purdue-Horan  
Councillor M Stockwood

A vote was taken and Councillor T Wallace was duly elected as Chair.

**2. APOLOGIES FOR ABSENCE AND ACCEPTANCE**

All committee members were present.

**3. ELECT AND APPOINT A VICE CHAIR**

Councillor M Stockwood was nominated as Vice Chair by Councillor F Purdue-Horan and this was seconded by Councillor T Wallace.

Councillor N Mees was nominated as Vice Chair by Councillor N Mees and this was seconded by Councillor S Perkins.

A vote was taken, and Councillor M Stockwood was duly elected as Vice Chair.

**4. DECLARATIONS OF INTEREST**

No declarations of interest were received.

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**5. MINUTES**

The minutes of the meeting held on 29 November 2022, Folios 9994 to 9996, were taken as read, approved and were signed by the Chair as a correct record.

**6. TERMS OF REFERENCE**

The committee noted the terms of reference.

**7. OUTSTANDING ACTIONS**

The committee noted the updated actions list.

**8. DRUG/ALCOHOL POLICY**

The committee considered the draft drug and alcohol policy provided by Croner. The staff handbook already contained information relating to the Town Council's position on drugs and alcohol. The Town Council considered themselves as a small employer and the need for an additional policy to expand upon the staff handbook was not required. The Clerk confirmed that any steps/actions in relation to drugs/alcohol would be confirmed with the HR advisors and advice followed if the need arises.

**RECOMMEND:** that the policy within the staff handbook was sufficient for the Town Council's needs.

**9. CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING  
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

- Confidential Notes from the meeting held on 29 November 2022

The notes of the meeting were approved.

- Recruitment

**RECOMMEND:** recruitment of an administration assistant 25-30hrs per week. SCP 6-9.

**RECOMMEND:** Adhook be instructed to assist with the recruitment at a cost of £499.

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- Staff Matters

**RECOMMEND:** acceptance of the bereavement leave.

The meeting closed at 7.51pm

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CHAIRMAN

Date: .....

RECOMMENDATIONS:

- That the drug and alcohol policy within the staff handbook was sufficient for the Town Council's needs.
- The recruitment of an administration assistant 25-30hrs per week. SCP 6-9
- Adhook be instructed to assist with the recruitment at a cost of £499.
- Acceptance of the bereavement leave