

Swaffham Town Council

Minutes of Extra Ordinary HR & Governance meeting held on Tuesday 2 June 2026 at 12:00pm held in the Town Hall

Councillors: L Beech, W Bensley (Chair), P Darby, G Eve, J Mander
Town Clerk: H Carrier
Deputy Town Clerk: L Jarrett

- HR5/26 To receive apologies for absence**
None.
- HR6/26 To receive declarations of interest for items included on the agenda**
None.
- HR7/26 To receive and agree the minutes of the last HR meeting held on 3 March, 5 May and 27 May 2026**
The minutes of the meetings held 3 March, 5 May and 27 May were agreed and signed by the Chairman as an accurate record.
- HR8/26 To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to staffing matters.**
None.
- HR9/26 To report on outstanding actions (not included on the agenda)**
None.
- HR10/26 To consider correspondence from a councillor regarding conduct concerns, leave of absence, and impact on staff wellbeing**
It was agreed to contact Breckland's Monitoring Officer for advice.
- HR11/26 To consider staff absence**
A settlement letter has been sent and a response is awaited. It was agreed to temporarily increase cover salary to SCP13 backdated to 1 May 2026.
- HR12/26 To receive update on staff and councillor training completed since last meeting**
Cllr Alford has completed new councillor training, Deputy Town Clerk completed Mental Health First Aid training. Cllrs Eves and Mander are due to undertake Chairman training.
- HR13/26 To receive and consider issues arising from staff meetings held on 8 April 2026 and 13 May 2026**
No matters arising.
- HR14 /26 To receive and consider Timesheet analysis, including updates on staff illness/absence, annual leave and TOIL since last HR meeting**
TOIL is being closely monitored.
- HR15/26 To review and adopt Town Council Policies:**
TOIL & Flexitime Policy
ACTION: It was agreed to accept the revised Grants, Match Funding, Sponsorship & Donations Policy.

The meeting closed 12.33pm.

Date _____

Chairman _____

Initials.....