

Swaffham Town Council

Minutes of HR & Governance meeting held on Tuesday 3 March 2026 at 12 noon held in the Town Hall

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

- HR48/25 To receive apologies for absence**
None.
- HR49/25 To receive declarations of interest for items included on the agenda**
None.
- HR50/25 To receive and agree the minutes of the last HR meeting held on 1 December 2025**
The minutes of the Ordinary meeting held on 1 December 2025 were agreed and signed by the Chairman as an accurate record.
- HR51/25 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.**
No public present.
- HR52/25 To report on outstanding actions (not included on the agenda)**
None.
- HR53/25 To consider closing Town Hall during lunch**
Following a discussion it was agreed not to close the Town Hall during lunch. It was agreed that the number of visitors during the lunch time period would be monitored and a rota drawn up for staff to cover the reception desk.
- HR54/25 To receive update on staff and councillor training completed since last meeting**
Three members of staff completed the IOSH Health and Safety course. This course has resulted in the need to increase the health and safety budget next year. Concerns were raised with regard to a Councillor's social media posts containing inappropriate language.
ACTION: It was agreed for the Town Clerk to contact the Councillor and discuss the concerns raised.
- HR55/25 To nominate a councillor representative to attend monthly H&S meetings**
It was agreed that a different councillor will attend each meeting on a rota basis.
ACTION: Town Clerk to prepare rota and circulate to HR Committee.
- HR56/25 To receive an update on Town Warden recruitment**
The Town Clerk updated the committee of the appointment of two Town Wardens. They will commence next week with two induction days.
- HR57/25 To approve Staff Training Day as Wednesday 17 June 2026**
The staff training date was agreed.
- HR58/25 To receive Norfolk Pension Scheme Triennial Valuation 2026**
Received.
- HR59/25 To receive and consider issues arising from staff meetings held on 21 January and 25 February 2026**
No issues raised.

Initials.....

- HR60/25** **To receive and consider Timesheet analysis, including updates on staff illness/absence, annual leave and TOIL since last HR meeting**
Received.
- HR61/25** **To consider converting the accrued TOIL to salary**
It was agreed for two members of staff to be paid TOIL.
- HR62/25** **To review and adopt Town Council Policies:**
ACTION: It was agreed to accept the revised Training and Development Policy.

The meeting closed 12.28pm.

Date_____

Chairman
