

# Sandy Town Council

## Minutes of a meeting of the Extraordinary meeting of the Human Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 6 February 2017

**Present:** Cllrs P Aldis, T Cole, A Jackson (Vice Chair), C Osborne, M Pettitt, S Sutton

**In attendance:** Chris Robson (Town Clerk)

**Absent:** Cllr Hill (Chair)

	<u>Action</u>
<p><b>1 Apologies for absence (41-2016/17)</b> Apologies had been received from Cllr. M Hill.</p>	
<p><b>2 Declarations of interest (42-2016/17)</b> i) <i>Disclosable Pecuniary Interests - none</i> ii) <i>Non-disclosable Interests - none</i></p>	
<p><b>3 Minutes of the Previous Meeting (43-2016/17)</b> <b>RESOLVED</b> to receive the minutes of a meeting of the HR Committee meeting held on Monday 12 December 2016 and to confirm them as a correct record of proceedings.</p>	
<p><b>4 Public Participation Session (44-2016/17)</b> No members of the public were present and no questions had been received.</p>	
<p><b>5 Health and Safety/Accident Report (45-2016/17)</b> Members noted that there had been not accidents or health and safety matters since the last committee meeting. A Member commented that it was good to know that the staff were carrying out their roles and activities in the correct way and that not accidents had occurred.</p> <p>Another Member raised concerns regarding health and safety at the Christmas Light Switch on Event. A lot of groups were involved in the set up and clearing up of the event and at times there were concerns that proper health and safety wasn't always adhered to. The Member noted that this was not the case with Town Council employees, but that as the Town Council had overall control of the event it should ensure that health and safety is followed by all volunteers.</p> <p>It was agreed that a letter be sent ahead of next years event reminding all groups of the Council's health and safety practices which need to be followed and give a time for a event breifying addresses health and safety on the day.</p>	
<p><b>6 Chairman's Items (45-2016/17)</b> There were no Chairman's items.</p>	Admin

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## **7 Date of Next Meeting: 6 March 2017 (46-2016/17)**

## **8 COMMITTEE IN PRIVATE SESSION (47-2016/17)**

Exclusion of the Public and Press

It was proposed and agreed that in terms of schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, proposed and agreed that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

## **9 Ongoing Staffing Matters (48-2016/17)**

Members received an update from the Town Clerk regarding long term employee sickness. Members discussed the report and asked questions of the Clerk.

It was **Resolved** to approve the recommendations in the reports and delegate authority to the Chair of the Human Resources Committee, Clerk and HR adviser to carry the matter forward at an upcoming meeting.