

Minutes of the Harworth & Bircotes Town Council's HR Committee Meeting held on Tuesday 26th August at 2pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Flynn and Cllr James

Others: W Davies (Officer) K Tarburton (Line Manager)

17841 To receive and consider any apologies and reasons for absence

Cllr James proposed to accept the apologies and reasons for absence from Cllr Wratten and Cllr Jones; this was seconded by Cllr Flynn and resolved by the Committee.

17842 To receive any Declarations of Interest on any item on the agenda

No Declaration of Interests received.

17843 To suspend the meeting to hold a public session

No members of the public present.

17844 To consider the minutes of the HR Committee meeting held on 31st March 2025

The Chair proposed to accept the HR Committee meeting minutes held on the 31st March 2025; this was seconded by Cllr James and resolved by the Committee.

17845 To consider the draft policies as listed:

After consideration of the new Training & Development Policy and Recruitment Policy, Cllr Flynn proposed to approve the new policies with no adjustments; this was seconded by Cllr James and resolved by the Committee.

17846 To exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960 to consider items relating to staff meetings and the appointment of the new Caretaker

No member of the public present.

17847 To receive information from the staff meeting and consider any actions required

K Tarburton gave a report on the staff meeting held 18th August 2025.

17848 To consider appointment of the new Caretaker and give recommendations to the Full Council

K Tarburton passed on information for the appointment of Caretaker at the Town Hall. Three candidates applied and after consideration, Cllr James proposed to appoint TM for the role; this was seconded by Cllr Flynn and resolved by the Committee and will make recommendations to the full council meeting.