

Minutes of the Harworth and Bircotes Town Council's HR Committee meeting held on Monday 31st March 2025 at 1.30pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

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

Others: Mrs W Davies (Officer) Mrs K Tarburton (Line manager)

17737 To receive and consider any apologies and reasons for absence

No apologies received.

17738 To receive Declaration of Interest on any item on the agenda

No declaration of Interest received.

17739 To suspend the meeting to hold a public session

No members of the public present.

17740 To consider the minutes of the HR Committee meeting held on 5th February 2025

Cllr Flynn proposed to accept the minutes as a true records of the meeting held 5th February 2025; this was seconded by Cllr James and resolved by the Committee.

17741 To exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960 to allow consideration of the following item

No member of the public present.

17742 To discuss and consider HR matters

K Tarburton held a staff meeting on the 18th March 2025 and reported to the Committee items of discussion; training, supervisions, lighting event plus several general items.

Item to note – Discussion took place regarding staff utilising holidays between Christmas and New Year which equates to three days annual leave – the staff were happy to save the entitlement if the Town Hall was closed. Cllr James to approve the three-day closure of the Town Hall; this was seconded by Cllr Jones and resolved by the Committee.

17743 Time and date of the next scheduled HR Committee meeting

The next HR Committee meeting will be held on 12th May 2025 at the Town Hall.