



# Andover Town Council HR Sub Committee Minutes

<b>Time and date</b>	6:30pm on Thursday 16 October 2025
<b>Place</b>	The Lights, Andover

<b>HR SUB COMMITTEE - QUORUM = 3 (as per TERMS OF REFERENCE)</b>							
<b>Councillors Present:</b>		Arrival time noted if after meeting start					
Cllr S Hardstaff (Chairman)	✓		Cllr E Reynolds (Vice Chairman)	✓		Cllr J Goodwin	✓
Cllr A Horsnell	x		Cllr J Hughes	✓			

**PUBLIC SESSION**

<b>HR 001/10/25</b>	There were no comments from the Members of the Public present.
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**ELECTION OF CHAIRMAN**

<b>HR 002/10/25</b>	<p>Councillor J. Hughes nominated Councillor S. Hardstaff. There were no further nominations.</p> <p>It proposed by Councillor J. Hughes and seconded by Councillor E. Reynolds and <b>RESOLVED: Unanimously</b>, that Councillor S. Hardstaff be elected as the Chairman of the Human Resources sub-committee, for the Municipal Year 2025/2026.</p>
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**ELECTION OF VICE CHAIRMAN**

<b>HR 003/10/25</b>	<p>Councillor E. Reynolds nominated himself. There were no further nominations.</p> <p>It proposed by Councillor S. Hardstaff and seconded by Councillor J. Goodwin and <b>RESOLVED: Unanimously</b>, that Councillor E. Reynolds be elected as the Vice Chairman of the Human Resources sub-committee, for the Municipal Year 2025/2026.</p>
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**APOLOGIES**

<b>HR 004/10/25</b>	Apologies were received by Councillor A. Horsnell.
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**PECUNIARY INTERESTS**

<b>HR 005/10/25</b>	Non-pecuniary declarations were received from: Councillor E. Reynolds, as a member of The Drove Allotment association and a plot holder at The Drove allotment site.
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<b>MINUTES</b>	
<b>HR 006/10/25</b>	It was proposed by Councillor E. Reynolds and seconded by Councillor S. Hardstaff and <b>RESOLVED: Unanimously</b> , that the minutes of the HR Sub-Committee meeting held on 22 April 2025, be accepted and signed by the Chairman as a correct record of the meeting.
<b>BUDGET</b>	
<b>HR 007/10/25</b>	The 2026/2027 budget was reviewed by the HR Sub-Committee, which recommended approval of the £300,000 staffing budget to the Policy and Resources Committee.
<b>TOWN CLERK APPRAISAL</b>	
<b>HR 008/10/25</b>	Councillor E. Reynolds and Councillor S. Hardstaff were appointed to conduct the Town Clerk's appraisal.
<b>STAFF RECOGNITION OF ACHIEVEMENT</b>	
<b>HR 009/10/25</b>	It was noted that members of staff are currently undertaking the iLCA and FiLCA qualifications, with two members having successfully completed and passed their iLCA. It was suggested and agreed that a £100 gift card be awarded in recognition of achieving the iLCA or FiLCA qualification, and a £200 gift card be awarded for achieving the CiLCA qualification. It was proposed by Councillor S. Hardstaff and seconded by Councillor J. Hughes and <b>RESOLVED: Unanimously</b> , that a recommendation be put forward to the Policy and Resources Committee, that a £100 gift card be presented to staff upon successful completion of the FiLCA or iLCA qualification, and a £200 gift card upon completion of the CiLCA qualification.
<b>STAFF APPRAISALS</b>	
<b>HR 010/10/25</b>	It was noted that all staff appraisals have been completed and were satisfactory. It was asked that staff be thanked for everything they have done.
<b>MEETING CLOSURE</b>	
<b>HR 011/10/25</b>	The Chairman closed the meeting at <b>7.10pm</b> .