



# ANDOVER TOWN COUNCIL

## Human Resources Sub-Committee

### Meeting

### The Lights, Andover

### Thursday 16 October 6:30 PM

#### To the Members of the HR Sub-Committee

You are hereby summoned to attend a meeting when it is proposed to transact the business on the agenda.

*Please note that there are members of the Council who are neurodiverse and those with physical disabilities (e.g. hearing loss), reasonable adjustments will be made to accommodate this. Please be mindful of this and adjust your behaviour if necessary.*

## AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. <b>Public session</b>	To <b>receive</b> questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	<b>Previous Chairman</b>	
2. <b>Election of Chairman</b>	To <b>elect</b> the Chairman for the Committee.	<b>Previous Chairman</b>	
3. <b>Election of Vice Chairman</b>	To <b>elect</b> the Vice Chairman for the Committee.	<b>New Chairman</b>	
4. <b>Apologies</b>	To <b>note</b> apologies for absence.	<b>Chairman</b>	
5. <b>Interests</b>	To <b>receive</b> pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	<b>Chairman</b>	
6. <b>Minutes</b>	To <b>approve</b> the minutes of the last meeting <a href="#">22 April 2025</a>	<b>Chairman</b>	✓
7. <b>Budget</b>	To review budget considerations for 2026/2027 for recommendation to the P&R Committee.	<b>Chairman</b>	
8. <b>Town Clerk appraisal</b>	To <b>decide</b> on two members to carry out the Town Clerks appraisal.	<b>Chairman</b>	
9. <b>Staff recognition of achievement</b>	To <b>note</b> that all members of staff are currently undertaking iLCA or FiLCA. To <b>approve</b> recognition of achievement when industry qualifications are awarded (currently Admin Assistant and Community and Events Officer have passed their ILCA).	<b>Chairman</b>	
10. <b>Staff Appraisals</b>	To <b>note</b> that all staff appraisals have been completed satisfactorily.	<b>Chairman</b>	
11. <b>Close of Meeting</b>	The Chair will close the meeting	<b>Chairman</b>	

Signed: *Tor Warburton*. Acting Proper Officer, 10 October 2025