



Andover Town Council HR Sub Committee Minutes

Time and date	5:30pm on Tuesday 17 February 2026
Place	Incuhive, Andover

HR SUB COMMITTEE - QUORUM = 3 (as per TERMS OF REFERENCE)							
Councillors Present:		Arrival time noted if after meeting start					
Cllr S Hardstaff (Chairman)	P	5.50pm via teams	Cllr E Reynolds (Vice Chairman)	P		Cllr J Goodwin	×
Cllr A Horsnell	P		Cllr J Hughes	P			

PUBLIC SESSION	
HR 012/02/26	There were no comments from the Members of the Public present.
APOLOGIES	
HR 013/02/26	There were no apologies received.
PECUNIARY INTERESTS	
HR 014/02/26	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.
MINUTES	
HR 015/02/26	It was proposed by Councillor J Hughes and seconded by Councillor A Horsnell and RESOLVED: Unanimously , that the minutes of the HR Sub-Committee meeting held on 16 October 2025 , be accepted and signed by the Chairman as a correct record of the meeting.
STAFF WELLBEING QUESTIONNAIRE	
HR 016/02/26	It was noted that the annual well-being questionnaire had been distributed and completed and there were no issues to report.
EXCLUSION OF THE PRESS AND PUBLIC	
HR 017/02/26	It was proposed by Councillor J Hughes and seconded by Councillor A Horsnell and RESOLVED: Unanimously , that Members of the Press and Public be excluded from the meeting from item 7, due to the confidential nature of the agenda and to comply with GDPR.
VACANCY	
HR 018/02/26	Councillor S Hardstaff joined the meeting via teams at 5.50pm for observation.

	<p>It was noted that the current vacant Administration role would be filled as soon as possible.</p> <p>It was further noted that this would be reported to the Policy and Resources Committee.</p>
STAFFING	
HR 019/02/26	It was noted that the leave payment would be recommended to Full Council for approval.
MEETING CLOSURE	
HR 020/02/26	The Chairman closed the meeting at 6.20pm

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