



# Andover Town Council HR Sub Committee Minutes

**Time and date**

6:30pm on Thursday 20<sup>th</sup> March 2025

**Place**

The Lights, Andover

## HR SUB COMMITTEE - QUORUM = 3 (as per TERMS OF REFERENCE)

Councillors Present:		Arrival time noted if after meeting start					
Cllr S Hardstaff (Chairman)	✓	Cllr K Bird (Vice Chairman)	✓	6.37pm	Cllr E Reynolds	✓	
Cllr M Farren	✓						

### ELECTION OF CLERK

**HR 011/03/25** It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that Councillor S Hardstaff be elected as Clerk for the meeting.

### PUBLIC SESSION

**HR 012/03/25** There were no Members of the Public present.

### APOLOGIES

**HR 013/03/25** There were no apologies received.

### PECUNIARY INTERESTS

**HR 014/03/25** There were no non-pecuniary interests declared.  
(Councillor K Bird arrived at 6.37pm)

### MINUTES

**HR 015/03/25** It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the [minutes](#) of the HR Sub-Committee meeting held on 5 November 2024, be accepted and signed by the Chairman as a correct record of the meeting.

### WELLBEING SURVEY

**HR 016/03/25** It was proposed by Councillor E Reynolds and seconded by Councillor M Farren and **RESOLVED: Unanimously**, that the staff well-being [survey](#), to be taken at least once annually (PR 014/08/24), be approved.

Signed as a true and accurate record of the meeting

Mayor/Chairman: .....

Date:.....

<b>JOB DESCRIPTIONS</b>	
<b>HR 017/03/25</b>	It was proposed by Councillor M Farren and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the following new job descriptions, be recommended to the Policy and Resources Committee: <a href="#">Administration Assistant: Committee Officer (training)</a> <a href="#">Allotment Officer</a> <a href="#">Communications and Events Manager</a> <a href="#">Deputy Clerk and Deputy RFO</a> <a href="#">Town Clerk and RFO</a>
<b>RECRUITMENT OF TOWN CLERK/RFO</b>	
<b>HR 018/03/25</b>	It was proposed by Councillor M Farren and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that a recruitment panel be made up of Councillors M Farren, E Reynolds and an external partner.
<b>RECRUITMENT OF DEPUTY TOWN CLERK/RFO</b>	
<b>HR 019/03/25</b>	It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the recruitment of the Deputy Town Clerk/RFO be completed after the recruitment of the Town Clerk/RFO.
<b>FUTURE ITEMS</b>	
<b>HR 020/03/25</b>	There were no items raised.
<b>NEXT MEETING</b>	
<b>HR 021/03/25</b>	It was noted that the date of the next HR Sub-Committee meeting was to be advised.
<b>EXCLUSION OF PRESS &amp; PUBLIC</b>	
<b>HR 022/03/25</b>	It was proposed by Councillor K Bird and seconded by Councillor M Farren and <b>RESOLVED: Unanimously</b> , that Members of the Press and Public be excluded from the meeting from item 12, due to the confidential nature of the agenda and to comply with GDPR.
<b>STAFFING ISSUES</b>	
<b>HR 023/03/25</b>	Councillor S Hardstaff reported no staffing issues to be raised.
<b>STAFF CONTRACTS</b>	
<b>HR 024/03/25</b>	It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and <b>RESOLVED: Unanimously</b> , that the staff contracts be completed in a separate meeting.
<b>LGPS</b>	
<b>HR 025/03/25</b>	Councillor S Hardstaff advised the Members that the Town Council had deferred its LGPS Membership for three years, due to having no current members.
<b>MEETING CLOSURE</b>	
<b>HR 026/03/25</b>	The Chairman closed the meeting at 7.35pm.

Signed as a true and accurate record of the meeting

Mayor/Chairman: .....

Date:.....