

Kingsbridge Town Council

MINUTES OF A MEETING OF THE HUMAN RESOURCES COMMITTEE, TOWN CLERK'S OFFICE, QUAY HOUSE, AT 6.30 P.M. ON TUESDAY 6th October 2026

Present:

Cllr Anne Balkwill, Cllr Martina Edmonds (Chairman), Cllr Mike Jennings, Cllr Julia Wingate

In Attendance:

Katharine Harrod (Town Clerk)

26/01 TO ELECT A CHAIRMAN

Cllr Wingate proposed Cllr Jennings, this was seconded by Cllr Balkwill and approved unanimously.

26/02 TO RECEIVE APOLOGIES FOR ABSENCE

It was noted that Cllr Vann was absent, no apologies or reason for absence were provided.

Public Open Forum: None

THE MEETING CONVENED

26/03 DECLARATIONS OF INTEREST – None.

26/04 COMMITTEE TERMS OF REFERENCE

1. A review of the proposed terms of reference took place, a number of changes were agreed. The document will be updated and brought to the next meeting for agreement.
2. Additionally, it was agreed to create a staff handbook to include processes to adhere to in addition to the relevant policies and procedure.

26/05 EXCLUSION OF PUBLIC AND PRESS

There was no requirement to exclude public and press as no one was in attendance.

26/06 BUSINESS TO BE DISCUSSED/NOTED

1. A review of current staffing levels and employment status took place, concerns were raised regarding the recent changes to the Local Government Review and what this means for local councils. In light of this, it was agreed:
 - Current staffing levels are sufficient and the agreement for an additional six hours will be postponed until a later date.
 - A summary of existing staff roles, responsibilities, spinal point etc will be provided to the committee.
 - The Projects role and job description requires review. It was agreed for the Town Clerk to discuss the role with the officer and propose changes to be approved by the committee. Once a measurable description is in place with measurable targets, the probationary confirmation will be finalised.
 - A suggestion was made to consider the Local Council Award Scheme. This will be taken to a future meeting of the full council.

2. The committee noted the Local Government Services Pay Agreement 2026/27 dated 25th August 2026 with effect from 1 April 2026 (an increase of 3.30% across all pay rates).
3. Support strategies for employees were considered. A proposed counselling agreement will be sent to the committee for consideration. Initial comments were for the agreement to extend to include councillors. Once feedback has been received, details will be forwarded accordingly and a revised document will be requested for approval at the next meeting.

26/07 DATE OF NEXT MEETING – To be confirmed.

The meeting closed at 20.35 hrs.

Signed as a true record: _____

Print Name & Date: _____

Distribution List: All current Town Councillors, Kingsbridge Town Council Website.