

(Recorded by Town Clerk)

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**035HR TO REVIEW THE HEALTH & SAFETY POLICY**

The Clerk provided the current policy with suggested amendments

*Proposed Cllr D Mapp, seconded Cllr P Knowles and unanimously*

**RESOLVED:** To **RECOMMEND** the adoption of the Policy including the proposed amendments

**036HR TO CONSIDER WHETHER A FURTHER MEETING OF THE HR COMMITTEE IS REQUIRED DURING THE CURRENT DIARY PERIOD OF THE COUNCIL (to end June 2015)**

Discussions ensued and some felt that a further Working Party and Committee meeting would be beneficial. It was felt to be beneficial to have a formal document which records the Committee's achieved and outstanding priorities set by this committee to create a strategy for the following year.

*Proposed Cllr R McKinney, seconded Cllr P Knowles and unanimously*

**RESOLVED:** Clerk to provide list of achieved and outstanding priorities by this committee and for Working Party to consider these at a meeting set in line with other meetings of the council. Clerk to remind members of last available meeting before elections.

**037HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION**

There were no items of information

**038HR TO RESOLVE WHETHER IN ACCORDANCE WITH SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THE PUBLIC AND PRESS SHOULD BE TEMPORARILY EXCLUDED FROM THE MEETING DUE TO THE POSSIBLE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS OF BUSINESS**

*Proposed Cllr P Knowles, seconded Cllr Mrs B Johnson and unanimously*

**RESOLVED:** To exclude the public and press

**With the Public and Press Excluded**

**039HR TO APPROVE REVISED JOB DESCRIPTIONS OF THE DEPUTY CLERK AND ASSISTANT ADMINISTRATOR**

Members were in receipt of all relevant documentation

*Proposed Cllr D Mapp, seconded Cllr P Knowles and unanimously*

**RESOLVED:** To adopt the revised documents which the relevant employees had signed

**040HR TO RECEIVE UPDATE FROM THE WORKING PARTY RE STAFF APPRAISALS**

All appraisals agreed to date had been completed successfully

**041HR TO MAKE A RECOMMENDATION TO BOURNE TOWN COUNCIL REGARDING THE DEPUTY CLERK**

*Proposed Cllr P Knowles, seconded Cllr R McKinney and unanimously*

**RESOLVED:** To make the recommendation as discussed at this and previous meetings

*Due to there being no further business the Chairman declared the meeting closed at 19.00hrs*