



Minutes of the proceedings of the **CHILTON TOWN COUNCIL HUMAN RESOURCES COMMITTEE MEETING** held at
Hutton House, Chilton, on Monday 13 July 2026

Present: Chair: Councillor S. Reece (Committee Chair)
Councillors: E. Bruce (Committee Vice Chair), P. Malpas, M. Smith (part of the meeting).
In attendance: C. Llewelyn, Town Clerk
Members of the public: None

The meeting commenced at 5.36pm.

32. To receive apologies for absence

None received.

33. To receive declarations of Interest on any agenda item

None received.

34. Member Dispensation

None received.

35. To approve the minutes and agree the recommendations therein of the following meeting: HR Committee Meeting held on 15 April 2025

Resolved: the minutes of the HR Committee Meeting held on 15 April 2025 and the recommendations therein be accepted as a true record. All agreed.

36. To RESOLVE that under Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following item of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted

Resolved: to ask any or all members of the press and public to leave the meeting for the following items of business in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, proposed by Councillor Bruce, seconded by Councillor Malpas. All agreed.

Councillor Smith joined the meeting during the next agenda item.

37. To consider and agree the recruitment process and documents for the post of Cleaner

The Clerk had prepared documents for consideration.

Resolved:

- (1) to recruit a Cleaner at scale point 2 for eight hours per week across the required sites.
- (2) to advertise the post on the Council's website, noticeboards and social media and in the Ferryhill and Chilton Chapter.
- (3) to agree a service level agreement between the Council and the Miners Welfare Trust.
- (4) to develop relevant checklists for each site based on the checklist presented.

(5) the interview panel will be the Clerk with Councillor Malpas and in reserve Councillor Bruce.

38. Date of next meeting: to be confirmed

Resolved: the next meeting will take place when required.

Meeting Closed at 6.04pm.

Signed:

Chair of Committee Meeting

Dated:

DRAFT