

**MINUTES OF THE MEETING OF THE
HUMAN RESOURCES COMMITTEE MEETING HELD AT THE
COUNCIL CHAMBER, BANSONS, BANSONS WAY, ON
THURSDAY 13th JUNE 2013 AT 7PM**

Present: A .Kaye(Chair) S Jackman C. Knights
 R. Prosser D. Roberts

Officer: A. Middlehurst – Clerk

01/13 Apologies for absence

Apologies were received from Cllrs Surtees & Wingfield.

02/13 Declarations of personal and or prejudicial interest

No declarations were received.

03/13 Public participation session with respect to items on the agenda

There were no members of the public present.

04/13 Minutes of the meeting of 18th April 2013

The minutes of the meeting were agreed as a true record and signed by the Chairman.

05/13 Clerk's Report

EALC Training Session on Planning

The Town Council is hosting a further EALC short course on the evening of 6th August. This will include councillors from North Weald and Stanford Rivers. Councillors Jackman, Roberts, C Knights and the Planning Clerk, Eileen Gough will attend.

Apprenticeship Scheme

The Clerk is investigating with Writtle College the option to place the current volunteer work experience student on a formal apprenticeship scheme with the Town Council. The student currently volunteers one day a week and is under the supervision of the Open Spaces Team.

As this would be a first time placing, an amount of government funding is available towards the costs. Full details will be reported to the next Committee meeting.

06/13 Terms of Reference

After two additions to the draft document, it was **AGREED** to recommend these Terms of Reference to Full Council.

07/13 Recommendation from the former Environment & Open Spaces Committee

After the addition of an item to be added on the use of pesticides and hazardous materials and the protection of the water supply at Moreton Road, it was **AGREED** to recommend the Allotment Risk Assessment to Full Council.

08/13 Establishment Review

After discussion, it was **AGREED** that a review had taken place by the HR Committee during 2012 and that this item be put on hold at the present time.

The meeting closed at 7.35pm.

Signed

Chair

Date