

**OTTERY ST MARY TOWN COUNCIL**

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23 December 2025

Dear Councillors

I hereby give you notice that the **Human Resources Committee Meeting [In-person]** of **OTTERY ST MARY TOWN COUNCIL** will be held at **10:00 on Thursday, January 8, 2026**, at **Ottery St. Mary Town Council Offices, 8 Broad Street, Ottery St Mary EX11 1BZ**.

All members are hereby summoned to consider the matters detailed on the agenda below.

Yours faithfully

*Kerry Kennell*

Town Clerk

**INFORMATION FOR MEMBERS OF THE PUBLIC/PRESS:**

The law requires that public access is possible and not restricted, unless in the case of an agreed confidential session.

1. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Mayor to prompt you.
2. For those who have no visual access to the meeting, Members will state their name before speaking and voting.
3. The order of business may be changed by a decision of the Council and by resolution without notice.

Note: Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Mayor has the power to control public recording and/or reporting so it does not disrupt the meeting

**Mobile Phones, Pagers and Similar Devices** – All persons attending this meeting are required to turn off Mobile Phones, Pagers and Similar Devices. The Mayor may approve an exception to this request in special circumstances

## AGENDA

### **HR/26/01/01 Apologies for Absence**

To receive apologies for absence

### **HR/26/01/02 Declarations and Disclosable Pecuniary Interests**

To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda

### **HR/26/01/03 Admission to Meetings**

In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded

### **HR/26/01/04 Minutes**

To receive the Minutes of the Meeting of the Human Resources Management Committee of 28th May 2024 (*minute refs HR24/05/01 - HR24/05/09*) and to approve the signing of the Minutes by the Mayor as a correct record

### **HR/26/01/05 To note any specific correspondence received**

### **HR/26/01/06 To consider and make recommendations (as appropriate) regarding various staffing issues**

### **HR/26/01/07 To receive any further recommendations from Members**

### **HR/26/01/08 To receive Councillors questions**

### **HR/26/01/09 Date of the next meeting: To be confirmed**

Reports & Appendix 1