



Carterton Town Council

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9 April 2026

Chair: Cllr M Mead

Vice-Chair: Cllr N King

Members: Cllr R Brooks, Vacancy

You are hereby summoned to attend an ORDINARY meeting of **HR COMMITTEE** on **Tuesday 14 April 2026** at **12pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.

Simon Garwood

Town Clerk and Chief Officer

AGENDA

1. APOLOGIES

Council to receive apologies for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.

3. PUBLIC PARTICIPATION

Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.

4. MINUTES OF THE PREVIOUS MEETING

To approve and sign the minutes of the HR Committee meeting held on 25 March 2025.

5. CLOSURE OF MEETING TO THE PRESS AND PUBLIC

Pursuant to s1(s) of the Public Bodies (Admissions to Meetings) Act 1960, and Standing Order 3d, Council to consider and approve the meeting to be closed to the press and public in order to consider the next agenda item due to confidentiality and commercial sensitivity.

6. STAFF ANNUAL APPRAISALS

To consider and review staff annual appraisals and recommendations for any changes in remuneration.

Confidential paper to follow.

7. CLERKS'S APPRAISAL

To consider and review the clerk's annual appraisal and recommendations for any changes in remuneration.

Confidential paper to follow.

8. DATE OF NEXT MEETING

To note the date of the next meeting is to be confirmed as the HR Committee meets as and when it is needed.