

MUCH WENLOCK TOWN COUNCIL

Minutes of a
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 7.00pm on Tuesday, 7th February 2023

Present: Councillors John O'Dowd, Marcus Themans, Daniel Thomas and Duncan White (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

None

2. Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

3. Dispensations

None requested.

4. Minutes

It was RESOLVED to approve the minutes of the HR Committee meeting held on 22nd November 2022.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

5. Staff Appraisals

Members noted that staff appraisals had been completed and reviewed the outcomes.

6. Employee Rates of Pay

a. Members noted the increase in the national living wage for those aged over 23 from £9.50 per hour to £10.42 per hour from April 2023.

b. Members reviewed rates of pay for Town Council staff from April 2023.

It was RESOLVED to increase rates of pay by £1.00 per hour for identified employees from April 2023.

Councillors requested that administrative staff keep a record of working hours spent on the Guildhall and other projects going forward.

7. Disposal of Documents

Members reviewed HR related records for disposal, in line with the Council's Document Retention Policy.

It was RESOLVED to approve immediate disposal of four of the records presented, with the fifth to be disposed of in March 2023.

The meeting closed at 7.25pm.

Signed:

Chair

Date: