

03/23

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**HR COMMITTEE MEETING**  
 held at the Corn Exchange, Much Wenlock  
 at 6.00pm on Tuesday, 21<sup>st</sup> November 2023

**Present:** Councillors David Fenwick, John O’Dowd, Marcus Themans and Daniel Thomas (in the chair)

**In attendance:** Trudi Barrett – Town Clerk

**1. Apologies**

None – all members were present

**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.

**3. Dispensations**

None requested.

**4. Minutes**

**It was RESOLVED to approve the minutes of the HR Committee meeting held on 24<sup>th</sup> October 2023.**

**5. 2023/24 Local Government Pay Claim**

Members noted that the final decision on the 2023/24 Local Government pay claim had been announced. **It was RESOLVED to implement the relevant increases in the 2023/24 Local Government Pay Agreement for administrative staff from April 2023.**

**6. Next Meeting**

Members noted that the next scheduled meeting would be held on Tuesday, 13<sup>th</sup> February 2024 at the Corn Exchange but that it might be necessary to call an additional meeting prior to this date.

**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.

**7. Staff Overtime**

Members considered a report on the Clerk’s accrued overtime and staffing levels in the office.

- a. **It was RESOLVED to pay in full the overtime accrued in the manner outlined in the confidential report.**
- b. **It was RESOLVED to offer the Administrative Assistant an additional 10 hours per week from January 2024.**
- c. **It was RESOLVED to recommend to the Finance & Asset Management Committee that they consider introducing a salaries contingency budget.**

The meeting closed at 6.43pm.

Signed: .....Chairperson

Date: .....