

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.30 pm on Thursday, 14th December 2023

Present: Councillors David Fenwick, Marcus Themans and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillor O’Dowd – holiday.

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 21st November 2023.

5. Next Meeting

Members noted that the next scheduled meeting would be held on Tuesday, 13th February 2024 at the Corn Exchange, Much Wenlock.

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.

6. Administrative Assistant Working Hours

Members noted that the Administrative Assistant had been offered an additional 10 hours per week from January 2024. However, due to existing commitments, she was only in a position to take on an additional 8 hours per week for the Town Council.

It was RESOLVED to increase the Administrative Assistant’s working hours by 8 hours per week from January 2024, bringing her working hours for the Town Council to 24 per week.

7. Disposal of Documents

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

It was RESOLVED to approve immediate disposal of the records proposed for destruction.

The meeting closed at 6.55 pm.

Signed:Chairperson

Date: