

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Guildhall, Much Wenlock
at 6.00 pm on Thursday, 13th June 2024

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

In attendance: Trudi Barrett – Town Clerk

1. Election of Chairperson

It was **RESOLVED** to elect Councillor Daniel Thomas as Chairperson of the Committee.

2. Election of Deputy Chairperson

It was **RESOLVED** to elect Councillor Marcus Themans as Deputy Chairperson of the Committee.

3. Apologies

Councillor David Fenwick – holiday.

4. 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.

5. Dispensations

None requested.

6. Minutes

It was **RESOLVED** to approve the minutes of the extraordinary HR Committee meeting held on 14th May 2024.

7. Next Meeting

Members noted that the date of the next meeting would be called as required.

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. Vacancy for Responsible Financial Officer (RFO)

- a. Members received a report on the interviews and selection process for the RFO.

It was **RESOLVED** to confirm the appointment of Janet Evans as RFO for the Town Council with effect from 10th June 2024. It was **RESOLVED** to approve the contract of employment for the RFO.

- b. Members noted arrangements for the handover and induction of the RFO.

7. Guildhall Custodian

Members reviewed applications for the position of Guildhall Custodian and agreed arrangements for the interview process.

Signed:Chairperson

Date: