

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.00 pm on Tuesday, 14th May 2024

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 Councillors 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 extraordinary HR Committee meeting held on 17th April 2024.

5. Next Meeting

Members noted that the date of the next meeting would be set at the reconvened Annual Town Council meeting on 16th May.

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

Members considered applications for the position of RFO and **RESOLVED to invite selected applicants for interview on 22nd May 2024, with the evening of 20th May as an alternative date. It was RESOLVED that Councillors Daniel Thomas, Marcus Themans and the Clerk would conduct the interviews, which would be based on a set of agreed questions and a financial exercise.**

7. Staffing Matters

- a. It was **RESOLVED** to pay the current RFO for accrued overtime of 13 hours.
- b. It was **RESOLVED** that the Clerk should make arrangements with the current RFO for temporary financial cover for the Council following the end of her permanent employment until a new RFO was in post.
- c. Members noted the resignation of the Guildhall Custodian. It was **RESOLVED to begin the recruitment process for a new Guildhall Custodian on the current terms. It was RESOLVED to approve the updated job description, person specification and job advertisement.**
The Clerk was asked to advertise the vacancy as soon as possible with a deadline for applications of 7th June 2024.

Signed:Chairperson

Date: