

# MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary  
**HR COMMITTEE MEETING**  
held at the Corn Exchange, Much Wenlock  
at 7.00 pm on Tuesday, 17<sup>th</sup> April 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 HR Committee meeting held on 13<sup>th</sup> February 2024.**

**5. Next Meeting**

Members noted that the date of the next meeting would be set at the Annual Town Council meeting in 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. Staffing Matters**

The Clerk advised Members that the Council’s Responsible Financial Officer (RFO) had resigned from her position. She had given the required month’s notice but was prepared to stay until the end of May. In addition, the RFO could be available on an occasional, temporary basis for a short period after that date, if required.

**It was RESOLVED to accept the RFO’s offer to continue her employment with the Council until the end of May 2024 and to work additional days by arrangement for a short period after that date.**

Councillors considered arrangements for recruitment of a new RFO and reviewed draft documentation.

**It was RESOLVED to advertise the vacancy for a Responsible Financial Officer as soon as possible, with a closing date for applications of midday on 7<sup>th</sup> May 2024 and interviews to be held week commencing 13<sup>th</sup> May.**

Signed: .....Chairperson

Date: .....