

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Guildhall, Much Wenlock
at 6.15 pm on Thursday, 11th July 2024

Present: Councillors David Fenwick, John O’Dowd, Marcus Themans (in the Chair) and Daniel Thomas (from minute 6)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillor Thomas for late arrival.

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 13th June 2024.

5. Next Meeting

Members noted that 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. Guildhall Custodian

a. Members received a report on the interview process for the Guildhall Custodian.

It was RESOLVED to approve and confirm the appointment of Jacqueline Allen as Guildhall Custodian, with effect from 1st August 2024.

b. Members reviewed the draft contract of employment for the Guildhall Custodian.

It was RESOLVED to approve the contract of employment for the new Guildhall Custodian.

c. Members noted that some induction sessions had been arranged for the new Custodian during July, prior to her taking up the role in August. The current Custodian would be leaving at the end of July. The Clerk was asked to schedule an end of season review for the new employee and, in due course, to also seek her views on improvements that could be made to the Guildhall exhibitions.

7. Documents for Disposal

It was RESOLVED to dispose of personnel documents relating to a former employee in accordance with the Council’s Document Retention Policy.

Councillor Thomas joined the meeting.

6. Town Crier

Members considered arrangements for the recruitment of a Town Crier and the conditions for the role. The Clerk had obtained sample documents from another local council.

It was RESOLVED to follow the format of the sample documents with regard to the recruitment process and conditions for the role of Town Crier, adapting the content as necessary to suit the situation in Much Wenlock, and to seek approval for this from full Council.

Following approval by full Council, applications for the role would be invited and it was suggested that a 'Cry Off' for candidates be arranged in the town centre. The successful applicant would be appointed for one year, with an opportunity for renewal of the appointment.

The Clerk was asked to discuss an appropriate costume for the successful Town Crier with Croft Design.

7. Staffing Matters

None.

The meeting closed at 6.45 pm.

Signed:Chairperson

Date: