

# MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary  
**HR COMMITTEE MEETING**  
held at the Corn Exchange, Much Wenlock  
at 5.30 pm on Thursday, 27<sup>th</sup> August 2024

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

**In attendance:** Trudi Barrett – Town Clerk

**1. Apologies**

Councillor John O’Dowd – unwell.

**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 11<sup>th</sup> July 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. Staffing Matters**

Members noted that the Council’s Administrative Assistant had resigned from her current position but had proposed an alternative arrangement to offer continued support to the Council in some areas. Members considered the proposal and report prepared by the Clerk.

**It was RESOLVED to proceed with the proposed working arrangement for the Administrative Assistant on a three-month trial basis. Working hours were expected to be an average of 10 per work, to be worked remotely, and the salary would be SCP 19.**

Members noted that the Clerk and RFO would endeavour to cover other duties previously undertaken by the Admin. Assistant for the three-month trial period.

The meeting closed at 6.45 pm.

Signed: .....Chairperson

Date: .....