

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 5.45 pm on Tuesday, 25th March 2025

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 12th November 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. Staff Appraisals and End of Probationary Period Review

Members noted that the Clerk's appraisal had been completed in December 2024.

The Guildhall Custodian's appraisal had been carried out in October 2024 and she had now completed her probationary period. It was **RESOLVED** to confirm the permanent employment of the Guildhall Custodian.

7. Overtime

Members noted the report on the Clerk's overtime. It was **RESOLVED** to pay the Clerk for overtime hours owed.

8. Annual Leave

It was **RESOLVED** to allow the Clerk and RFO to carry over annual leave remaining from the 2024/25 leave year into the 2025/26 leave year.

9. Council Office Staffing

Members considered the report on office staffing.

It was **RESOLVED** to approve the recruitment of an additional Administrative Assistant for the Town Council for 15 hours per week.

The Clerk was asked to prepare the required documentation and commence the recruitment process.

The meeting closed at 6.15 pm.

Signed:Chairperson

Date: