

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.00 pm on Tuesday, 29th April 2025

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

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillor O'Dowd – family matter.

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 25th March 2025.

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. Members noted an update on recruitment of an additional Administrative Assistant.

It was **RESOLVED** to approve the job description, person specification and job advertisement for the Administrative Assistant. It was **RESOLVED** that the vacancy would be posted on 19th May with a deadline of 9th June for applications and interviews the following week.

7. Members considered the recruitment of a new Handy Person.

It was **RESOLVED** to approve the job description, person specification, rate of pay and job advertisement for the Handy Person. It was **RESOLVED** that the vacancy would be posted on 19th May with a deadline of 9th June for applications and interviews the following week.

The meeting closed at 6.55 pm.

Signed:Chairperson

Date: