



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

NOTICE IS HEREBY GIVEN that an extraordinary meeting of Much Wenlock Town Council's **HR COMMITTEE** will be held at **6.30 pm on Thursday, 2nd September 2025** at the **Guildhall**, Much Wenlock and Members are hereby summoned to attend for the purpose of transacting the following business.

DM Thomas

Signed:
Councillor Daniel Thomas, Chair

Date of issue: 27th August 2025

A G E N D A

1. Apologies

To receive apologies for absence.

2. Disclosure of Pecuniary Interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are 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

Requests for dispensations should be in writing, addressed to the Town Clerk, and received prior to the meeting.

4. Minutes

To approve the minutes of the extraordinary HR Committee meeting held on 26th June 2025.

5. Next Meeting

To agree the date of the next meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act due to the confidential nature of the following business to be transacted it will be **PROPOSED, SECONDED and RESOLVED** that the public and press should not be present.

6. References for Town Handy Person

To review references received for the Town Handy Person.

7. References for Administrative Assistant

To review references received for the Administrative Assistant.

8. 2025/26 Local Government Pay Award

To note that the final decision on the 2025/26 Local Government pay award has been announced and to agree to implement the increase of 3.1% for administrative staff.

9. Annual Appraisals

To note that annual staff appraisals will be due in October and to confirm arrangements.