

# MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary  
**HR COMMITTEE MEETING**  
held at the Guildhall, Much Wenlock  
at 6.30 pm on Tuesday, 2<sup>nd</sup> September 2025

**Present:** Councillors Susan Crooke-Williams, David Fenwick, Paula Sivertsen and Daniel Thomas

**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 26<sup>th</sup> June 2025.

## 5. Next Meeting

It was **RESOLVED** to hold the next meeting on Thursday, 16<sup>th</sup> October 2025 at 6.00pm at the Corn Exchange.

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## 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. References for Town Handy Person

Members reviewed and approved references received for the Town Handy Person.

## 7. References for Administrative Assistant

Members reviewed and approved references received for the Administrative Assistant. It was **RESOLVED** to arrange for the new Administrative Assistant to undertake the 'Introduction to Local Council Administration' (ILCA) online training course through the Society of Local Council Clerks at a cost of £120 + VAT.

## 8. 2025/26 Local Government Pay Award

Members noted that the final decision on the 2025/26 Local Government pay award had been announced.

It was **RESOLVED** to implement the 2025/26 Local Government pay award with an increase of 3.1% for administrative staff, backdated to April 2025.

## 9. Annual Appraisals

Members noted that annual staff appraisals would be due in October and confirmed arrangements for the meetings.

The meeting closed at 6.57 pm.

Signed: .....Chairperson

Date: .....