

# MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary  
**HR COMMITTEE MEETING**  
held at the Corn Exchange, Much Wenlock  
at 5.30 pm on Thursday, 26<sup>th</sup> June 2025

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

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

## 1. Election of Chairperson

It was **RESOLVED** to elect Councillor Daniel Thomas as Chairperson of the Committee.

## 2. Election of Deputy Chairperson

It was **RESOLVED** to elect Councillor Susan Crooke-Williams as Deputy Chairperson of the Committee.

## 3. Apologies

None – all Councillors were present.

## 4. 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.

## 5. Dispensations

None requested.

## 6. Minutes

It was **RESOLVED** to approve the minutes of the extraordinary HR Committee meeting held on 29<sup>th</sup> April 2025.

## 7. Next Meeting

Members noted that the next meeting would be called as required.

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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.

## 8. Vacancy for Town Handy Person

- a. Members received a report on interviews for the part-time Handy Person, carried out by Councillor Crooke-Williams and the Clerk. It was **RESOLVED** to offer the position to the preferred candidate and to move to the next choice if the position were not accepted.
- b. Members considered arrangements for the commencement of employment and induction of the new Handy Person. It was **RESOLVED** that the new employee should start on 1<sup>st</sup> July 2025, if possible. The Clerk would arrange the induction and discuss equipment and PPE required with the new employee.

## 9. Vacancy for Administrative Assistant

- a. Members received a report on interviews for the part-time Administrative Assistant, carried out by Councillor Crooke-Williams and the Clerk. It was **RESOLVED** to offer the position to the preferred candidate and to move to the next choice if the position were not accepted.
- b. Members considered arrangements for the commencement of employment and induction of the new Administrative Assistant. It was **RESOLVED** that the new employee should start on 14<sup>th</sup> July or 21<sup>st</sup> July 2025, if possible. The Clerk and RFO would arrange the induction

The meeting closed at 6.50 pm.

Signed: .....Chairperson

Date: .....