



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
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Town Clerk: Sharon Clayton BA (Hons) Fellow ILCM

NOTICE IS HEREBY GIVEN that the Chairman has called an **EXTRAORDINARY** meeting of the above named **Personnel Committee** that will take place at **the Corn Exchange**, Much Wenlock commencing at **5.30 pm** on Wednesday **9 April** 2014, and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed *D M Whiteman*
.....
Cllr Milner Whiteman OBE
Chairman

Signed *S. Clayton*
.....
Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk

Date: 2 April 2014

A G E N D A

1. CHAIRMAN'S WELCOME

2. APOLOGIES

To receive apologies from Members unable to attend

3. 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.

4. DISPENSATION

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

5. MINUTES

To approve the minutes from the meeting held on 22 August 2013

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is requested that the public and press are not present.

6. STAFFING

- a) To consider and approve the Town Clerk's Appraisal
- b) To consider and approve a revised Job Description for the Town Clerk's
- c) To consider and approve:
 - i. Revised working hours for the Guildhall Custodians
 - ii. Revised contracts of employment to reflect the changes
- d) To consider and approve that a member of staff is paid overtime to receive a school party at the Guildhall on 21 May 2014
- e) To consider and approve the recommended pay increase for staff
- f) To receive an update on current staffing and workload from the Town Clerk

7. DATE OF NEXT MEETING

To be advised