



Much Wenlock Town Council

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Town Clerk: Sharon Clayton BA (Hons) Fellow SLCC

NOTICE IS HEREBY GIVEN that a meeting of the above named **HR Committee** will take place at **the Corn Exchange**, Much Wenlock commencing at **6pm** on **Thursday 12 July 2018** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed:
Sharon Clayton BA (Hons) Fellow SLCC
Town Clerk

Date of issue: 5 July 2018

A G E N D A

1. Election of Chairman

2. Election of Deputy Chairman

3. Apologies

To receive apologies from Members unable to attend

4. 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.

5. Dispensation

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

To consider and approve the Employee Handbook (as recommended by Ellis Whittam)

7. Contracts of Employment

To consider and approve Contracts of Employment (as recommended by Ellis Whittam)

8. Staffing matters

- a) To receive a verbal report on staffing from the Town Clerk
- b) To consider future staffing in the absence of the Town Clerk