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# MUCH WENLOCK TOWN COUNCIL

Minutes of a

## HR COMMITTEE

meeting held at the Corn Exchange, Much Wenlock  
6pm on Thursday 12 July 2018

**PRESENT:**

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Daniel Thomas and Cllr. Allan Walter.

**TOWN CLERK:**

Sharon Clayton

**1) Election of Chairman**

Nominations were sought for the election of Chairman.

**It was PROPOSED, SECONDED and unanimously AGREED that Cllr. Graham Edgcumbe Venning be elected as Chairman.**

**2) Election of Deputy Chairman**

Nominations were sought for the election of Deputy Chairman.

**It was PROPOSED, SECONDED and unanimously AGREED that Cllr. Daniel Thomas be elected as Chairman.**

**3) Apologies**

There were no apologies since all Members 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.

None declared.

**5) Dispensation**

None requested.

**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) Employee Handbook**

Members considered for approval the Employee Handbook as drafted by Ellis Whittam.

**It was PROPOSED, SECONDED and unanimously AGREED that the Employee Handbook be APPROVED.**

**7) Contracts of Employment**

Members considered for approval the Contracts of Employment as drafted by Ellis Whittam.

**It was PROPOSED, SECONDED and unanimously AGREED that the generic Contract of Employment be APPROVED pending each employee's contract being checked by Members before being given to each employee.**

**8) Staffing matters**

Members received a written and verbal report on staffing from the Town Clerk. The Town Clerk explained that she was awaiting surgery and anticipated being absent from work for a minimum of 3 weeks and that cover would be needed in her absence. Furthermore, the Assistant to the Town Clerk would be taking 2 week's holiday during the Town Clerk's absence which would leave the Town Clerk's office unmanned. The Town Clerk advised that a Locum Clerk should be appointed to cover the role of the Town Clerk and to ensure that there was a presence in the office.

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It was **PROPOSED, SECONDED and AGREED** that:

- **A Locum Clerk should be appointed for 3 days a week, hours to be flexible.**
- **Advice should be sought from SALC concerning the recruitment and remuneration of a Locum Clerk.**
- **The Town Clerk could work from home during her recovery period following surgery.**
- **The Committee would consider the ambitions of the Assistant to the Town Clerk and her latest Performance Review at the next meeting.**

The meeting closed at 19:14.

Signed.....  
Cllr. Graham Edgcumbe Venning  
Chairman

Date.....