

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 Deputy 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.

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.....