

# MUCH WENLOCK TOWN COUNCIL

Minutes of a

## HR COMMITTEE

meeting held at the Corn Exchange, Much Wenlock  
6.15 pm on Thursday 14<sup>th</sup> March 2019

### PRESENT:

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

### LOCUM TOWN CLERK:

Trudi Barrett

#### 1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

#### 2) Apologies

There were no apologies since all Members were present.

#### 3) 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.

#### 4) Dispensations

None requested.

#### 5) Minutes

The minutes from a HR Committee meeting held on 4<sup>th</sup> October 2018 were considered for approval.

**It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes be signed and ADOPTED as a true record.**

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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.

#### 6) Review of Salaries

Councillors noted that the minimum hourly rate of pay for those aged over 25 would be increasing from £7.83 to £8.21 per hour from April 2019. Accordingly, it was **PROPOSED, SECONDED and unanimously RESOLVED that the hourly rate of pay for those Council employees on minimum wage be increased to £8.21 from April 2019.**

Councillors noted that the Assistant to the Town Clerk was due a contractual increment in April 2019 and that the increase agreed by the National Joint Council for Local Government Services (NJC) should also be applied to her salary.

**It was PROPOSED, SECONDED and unanimously RESOLVED that the contractual increment and NJC increase be applied to the Assistant to the Town Clerk's salary from April 2019.**

Councillors considered the salaries of other Council employees. **It was PROPOSED, SECONDED and unanimously RESOLVED that the rates of pay for the remaining Council employees would be increased by 4.9%, that being the percentage increase for the statutory minimum wage.**

**7) Contract of Employment**

Councillors considered matters associated with the revised Contract of Employment issued to employees in autumn 2018. Having sought advice from Ellis Whittam, **it was PROPOSED, SECONDED and unanimously RESOLVED to remove paragraphs 18 and 21 from the new contract for those employees who had raised concerns.**

The Clerk was asked to clarify the qualifications listed in the contract as attracting additional salary points, as well as the wording of paragraph 9 referencing disciplinary and grievance procedures.

It was noted that a contract would need to be prepared for the new Clerk / RFO upon appointment.

**8) Staff absence**

Councillors considered matters associated with a forthcoming staff absence. The Locum Clerk was asked to obtain confirmation of fitness to work for the employee and to advertise for somebody to cover when dates of absence were confirmed.

The meeting closed at 8.05 pm

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

Date.....