

MUCH WENLOCK TOWN COUNCIL

Minutes of a

HR COMMITTEE

meeting held at the Corn Exchange, Much Wenlock
7.00pm on Thursday, 23rd September 2021

Present:

Cllrs. John O’Dowd, Robert Toft and Daniel Thomas

Town Clerk:

Trudi Barrett

1) Election of Chairman

It was RESOLVED to elect Councillor Daniel Thomas as Chairman.

2) 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.

3) Dispensations

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.

4) Clerk’s Hours

Members considered a report on the Clerk’s hours.

It was RESOLVED to pay the Clerk for 50 hours of accumulated overtime, which it had not been possible to take as time off in lieu.

It was RESOLVED to increase the Clerk’s contractual hours from 26 per week to 30 per week, with effect from September 2021.

5) Staff Appraisals

The Clerk outlined the usual procedure for annual staff appraisals which would be due in October.

It was RESOLVED that the Clerk’s appraisal would be carried out by the Mayor and Deputy Mayor and that the Clerk would carry out the appraisals for other members of staff.

The Clerk would make arrangements for the appraisals and Councillors would be invited to contribute comments on the performance of employees.

6) Employee Rates of Pay

Members noted the current rates of pay for employees and the expected change to the minimum wage. Rates of pay would be considered in detail as part of the budgeting process.

The meeting closed at 7.30 pm.

Signed.....

Date.....