



# Much Wenlock Town Council

Corn Exchange  
Much Wenlock  
Shropshire  
TF13 6AE  
01952 727509

[townclerk@muchwenlock-tc.gov.uk](mailto:townclerk@muchwenlock-tc.gov.uk)  
[www.muchwenlock-tc.gov.uk](http://www.muchwenlock-tc.gov.uk)

**Town Clerk: Trudi Barrett BA (Hons)**

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NOTICE IS HEREBY GIVEN that an extraordinary meeting of Much Wenlock Town Council's **HR COMMITTEE** will be held at **6.30 pm** on **Thursday, 14<sup>th</sup> December 2023** at the **Guildhall**, Much Wenlock and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed: *DM Thomas*

Councillor Daniel Thomas  
Committee Chairperson

Date of issue: 8<sup>th</sup> December 2023

## A G E N D A

### 1. Apologies

To receive apologies for absence.

### 2. 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.

### 3. Dispensations

Requests for dispensations should be in writing, addressed to the Town Clerk, and received prior to the meeting.

### 4. Minutes

To approve the minutes of the HR Committee meeting held on 21<sup>st</sup> November 2023.

### 5. Next Meeting

To note that the next scheduled meeting will be held on Tuesday, 13th February 2024.

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### 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. Administrative Assistant Working Hours

To review arrangements for the Administrative Assistant's working hours for 2024.

### 7. Disposal of Documents

To consider for disposal HR related records, in line with the Council's Document Retention Policy.

*Committee members: Councillors David Fenwick, John O'Dowd, Marcus Themans, Daniel Thomas*