

MUCH WENLOCK TOWN COUNCIL

Minutes of a
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.00pm on Tuesday, 21st November 2023

Present: Councillors David Fenwick, John O’Dowd, Marcus Themans and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

None – all members were present

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.

3. Dispensations

None requested.

4. Minutes

It was RESOLVED to approve the minutes of the HR Committee meeting held on 24th October 2023.

5. 2023/24 Local Government Pay Claim

Members noted that the final decision on the 2023/24 Local Government pay claim had been announced. **It was RESOLVED to implement the relevant increases in the 2023/24 Local Government Pay Agreement for administrative staff from April 2023.**

6. Next Meeting

Members noted that the next scheduled meeting would be held on Tuesday, 13th February 2024 at the Corn Exchange but that it might be necessary to call an additional meeting prior to this date.

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.

7. Staff Overtime

Members considered a report on the Clerk’s accrued overtime and staffing levels in the office.

- a. **It was RESOLVED to pay in full the overtime accrued in the manner outlined in the confidential report.**
- b. **It was RESOLVED to offer the Administrative Assistant an additional 10 hours per week from January 2024.**
- c. **It was RESOLVED to recommend to the Finance & Asset Management Committee that they consider introducing a salaries contingency budget.**

The meeting closed at 6.43pm.

Signed:Chairperson

Date: