



Wimborne Minster Town Council

Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

To Councillors of the HR Committee – Cllrs S Bartlett, C Chedgy, J Hart, D March, J Morgan, F Shirley and S Wheeler.

You are hereby summoned to attend the **HR Committee Meeting on Tuesday 1 August 2023 at 7.30pm** at the **Committee Room in the Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT**, for the purpose of transacting the following business as detailed on the agenda below.

A handwritten signature in black ink, appearing to read 'Louise Harrison'.

Louise Harrison, Town Clerk and RFO, Wimborne Minster Town Council, 26 July 2023

Council are asked to note that in the exercise of their functions they must take note of the following: Equal Opportunities (race, gender, sexual orientation, marital status and any disability; Crime and Disorder, Health and Safety and Human Rights).

Members of the public and press are welcome to attend any of Wimborne Minster Town Council and Committee meetings. All agendas and minutes can be viewed on the Council's website www.wimborne.gov.uk and requested from the Town Council offices (for contact details see address above).

Under item 4 of the agenda members of the public can ask questions of Council in relation to items on the agenda in accordance with Wimborne Minster Town Council's Standing Orders. Please notify your intention to speak either in advance of or at the meeting by emailing the Town Clerk at louise.harrison@wimborne.gov.uk. Members of the public are asked to restrict their comments, and/or questions to three minutes.

The agenda may be split into two parts – part of the meeting that is open to the public and other part for items on the agenda which may be discussed in the absence of the press or public because the agenda item for discussion includes personal, confidential, or sensitive information (Exempt Business). The press and public will be asked to leave the meeting once a resolution is passed that reflects a decision to go into Exempt Business.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may: film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Town Clerk as detailed above at least 24 hours before the meeting so that every effort may be made to provide access.

Agenda

1. **Election of Chairman**
To elect a Chairman for the Committee.
2. **Apologies**
To receive, consider and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can Members give any apologies by email or telephone by 5pm of the day of the meeting.
3. **Declarations of interest and dispensations**
To declare any interests' councillors may have on items on the agenda and agree any dispensations to stay (Wimborne Minster Town Council Code of Conduct).
4. **Public Participation**
For the public or press to ask questions of the Committee on matters relating to this Agenda.
5. **Minutes of the HR Committee 16 May 2023**
To receive the minutes of the previous meeting of the Committee on 16 May 2023 (appendix 1) and as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).
6. **New staff**
Update on the Community Events and Liaison Officer and temporary Cemetery Clerk recruitment.
7. **Lone workers**
To consider a review of the current security in place for lone workers (appendix 2).
8. **General staff matters**
 - (i) To address the outstanding annual appraisal of the Town Clerk (due on or after 20 June 2023).
 - (ii) To approve a staff training day on 16 August 9.30am to 3pm (training to cover all Council HR policies and procedures adopted in the last 12 months) and a request a spend of £75 to cover the cost of a buffet lunch.
 - (iii) To note staff matters from 1 April 2023 to 31 July 2023 (appendix 3).
9. **Date of next meeting (24 October) and close of meeting.**

[end]