



Wimborne Minster Town Council

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

Minutes of the HR Committee meeting held on **Tuesday 1 August 2023** at 7.30pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Chedgy, J Hart, D March (Town Mayor), J Morgan and S Wheeler (Deputy Town Mayor).
Officers: L Harrison (Town Clerk).
Member of the public: one.

HR/2023/008	<p>Election of HR Committee Chairman</p> <p>The Committee noted the resignation of Cllr Butter. Cllr Chedgy offered to stand as the Committee's Chairman and Cllr Wheeler proposed Cllr Chedgy was elected Chairman of the HR Committee, seconded by Cllr Morgan. A discussion took place regarding committee chairman roles and Cllr Hart stated he was willing to stand as the Committee's Chairman. Cllr Chedgy stated she was happy to withdraw her offer to stand as Chairman and Cllr Wheeler proposed to withdraw his previous proposal with the agreement of the seconder and propose Cllr Hart was elected Chairman of the HR Committee, seconded by Cllr Morgan, all in favour.</p> <p>Resolved: Cllr Hart was elected Chairman of the HR Committee.</p>
HR/2023/009	<p>Apologies for absence</p> <p>None.</p>
HR/2023/010	<p>Declarations of interest and dispensations</p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
HR/2023/011	<p>Public Participation</p> <p>None.</p>
HR/2023/012	<p>Minutes of the HR Committee 16 May 2023</p> <p>Cllr Wheeler proposed to approve the minutes of the meeting on 16 May 2023 as a correct record to be signed by the Chairman, seconded by Cllr Bartlett, three in favour, three abstentions.</p> <p>Resolved: the minutes of the meeting on 16 May 2023 were approved as a correct record to be signed by the Chairman.</p>
HR/2023/013	<p>New staff</p> <p>The Town Clerk confirmed the Community Events and Liaison Officer was due to start work on 8 August and the Cemetery Clerk was in place and was doing excellent work.</p>
HR/2023/014	<p>Lone workers</p> <p>The quotes to install panic buttons in the two Town Council Offices and Chamber were discussed. Cllr Wheeler proposed to authorise and approve quote A at a cost of £1,065 plus £375 per annum for on-going maintenance and monitoring fees, seconded by Cllr Morgan, all in favour.</p>

	<p>Resolved: quote A to install panic buttons in the two Town Council Offices and Chamber at a cost of £1,065 plus £375 per annum for on-going maintenance and monitoring fees was authorised and approved.</p> <p>The quotes to purchase personal alarms for four members of staff were discussed. Cllr Morgan proposed to authorise and approve quote B at a total cost of £595.04 for 36 months with roaming SIM service and holsters, seconded by Cllr Wheeler, all in favour.</p> <p>Resolved: quote B to purchase four personal alarms at a total price of £595.04 for 36 months with roaming SIM service and holsters £595.04 was authorised and approved.</p>
HR/2023/015	<p>Staffing updates</p> <p>The Committee noted the confidential report on staff annual leave, sickness, time off in lieu and other leave from 1 April 2023 to 31 July 2023.</p> <p>It was agreed the Committee Chairman would undertake the Town Clerk's appraisal.</p> <p>Cllr Wheeler proposed to authorise and approve a budget for £75 for the cost of providing staff with a buffet lunch at the staff meeting on 16 August 2023, seconded by Cllr Morgan, all in favour.</p> <p>Resolved: the cost of £75 for providing staff with a buffet lunch at the staff meeting on 16 August 2023 was authorised and approved.</p>
HR/2023/016	<p>Close of meeting</p> <p>The date of the next meeting on 24 October was noted and the Chairman closed the meeting at 20.40pm.</p>

Signature of Chairman:

Date: