



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 an **Extraordinary HR Committee Meeting** on **Tuesday 12 December 2023 at 6.15pm** in 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.

J Hart

Cllr J Hart, Chairman of the HR Committee, RFO, Wimborne Minster Town Council, 6 December 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. Apologies**
To receive, consider and approve apologies for absence including reasons given (Local Government Act 1972 s85 (1)) - please can councillors give any apologies by email or telephone by 5pm of the day of the meeting.
- 2. 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).
- 3. Public Participation**
For the public or press to ask questions of the Committee on matters relating to this Agenda.
- 4. Minutes of the HR Committee 24 October and 8 November 2023**
To receive the minutes of the previous meeting of the Committee on 24 October (appendix 1) and 8 November (appendix 2) as a correct record and signed by the Chairman of the Committee (Local Government Act 1972 Schedule 12).
- 5. Staffing update:**
 - (i) To note the Town Clerk's consultancy work to date and consider a request to reduce hours from 37 to 30 hours a week from 1 June 2024.
 - (ii) To note the decision of the Cemetery JMC to extend the Cemetery Clerk's temporary contract for another 6 months from 8 January 2024 and consider long term options if the JMC exit terms are agreed.
 - (iii) To consider the Grounds Manager's current medical condition.
 - (iv) To note and review the Community Events Liaison Officer's performance plan (appendix 3).
 - (v) To note the amended statements of particulars specifically in relation to wedding cover (appendix 4 – section highlighted in yellow).
- 6. Date of next meeting (20 February 2024) and close of meeting.**

[end]