



## Wimborne Minster Town Council

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

**Minutes of the HR Committee** meeting held on **Tuesday 24 October 2023** at 7pm 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), F Shirley and S Wheeler (Deputy Town Mayor).

Officers: L Harrison (Town Clerk).

Member of the public: one (Cllr A Roberts).

HR/2023/017	<p><b>Apologies for absence</b></p> <p>Apologies were received from Cllr Morgan (non-business). Cllr Wheeler proposed to accept Cllr Morgan's apologies, seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: apologies from Cllr Morgan were accepted and approved.</b></p>
HR/2023/018	<p><b>Declarations of interest and dispensations</b></p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
HR/2023/019	<p><b>Public Participation</b></p> <p>None.</p>
HR/2023/020	<p><b>Minutes of the HR Committee 1 August 2023</b></p> <p>Cllr Wheeler proposed to approve the minutes of the meeting on 1 August 2023 as a correct record to be signed by the Chairman, seconded by Cllr Chedgy, five in favour, one abstention.</p> <p><b>Resolved: the minutes of the meeting on 1 August 2023 were approved as a correct record to be signed by the Chairman.</b></p>
HR/2023/021	<p>It was agreed to move up items 6 (iii) and (v) on the agenda.</p> <p>The Town Clerk updated the Committee on the staff training day on 16 August 2023 and the Chairman stated he had been in the office at the time of the training and noted it had been well received.</p> <p>The outstanding pay award for the current financial year was noted.</p> <p>Cllr Wheeler proposed to exclude the press and public in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the following agenda items being considered involved the disclosure of confidential personnel information, seconded by Cllr Chedgy and agreed by all.</p> <p><b>Resolved: the press and public were excluded in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960 on the grounds that the agenda items being considered involved the disclosure of confidential personnel information.</b></p> <p>The member of the public left the meeting.</p>
HR/2023/022	<p><b>HR Committee budget for 2024/25</b></p> <p>The Committee considered the draft budget prepared by the Clerk and Finance Manager. Cllr Wheeler proposed to recommend to the Finance and Governance Committee a budget of £317,494 for 2024/25, seconded by Cllr Bartlett, all in favour.</p>

	<p><b>Resolved: to recommend to the Finance and Governance Committee a budget of £317,494 for the 2024/2025 HR Committee budget.</b></p> <p>The Town Clerk confirmed the fixed rate for paying staff for weddings at weekends hadn't been reviewed since 2017. Wedding income and expenditure for the current financial year were discussed. Cllr March stated any increase should be incremental. Cllr Chedgy proposed to recommend to the Finance and Governance Committee that the wedding fixed rate payable to staff for managing weddings at weekends was increased to £100 a wedding, seconded by Cllr Bartlett, five in favour, one against.</p> <p><b>Resolved: to recommend to the Finance and Governance Committee that the wedding fixed rate payable to staff for managing weddings at weekends was increased to £100 a wedding.</b></p>
HR/2023/023	<p><b>Town clerk's annual appraisal</b></p> <p>The Chairman briefed the Committee on the Town Clerk's appraisal and the Town Clerk then left the meeting at 8.10pm while the Committee debated the appraisal. The Town Clerk re-joined the meeting at 8.16pm. The Chairman confirmed the Committee had noted the Town Clerk's performance and proposed to increase the Town Clerk's current salary by one spinal pay point in recognition of the recent positive appraisal process, seconded by Cllr Wheeler, five in favour and one abstention.</p> <p><b>Resolved: the Town Clerk's pay was to increase by one spinal pay point in recognition of the recent positive appraisal process.</b></p>
HR/2023/024	<p><b>Community Events and Liaison Officer probation period update.</b></p> <p>The extension of the probation period for the Community Events and Liaison Officer was debated. Cllr Bartlett proposed to extend the Officer's probation by a further three months and the Town Clerk was to implement a performance improvement plan with the Officer aligned to the Officer's job description, linked clear objectives and review on a monthly basis, seconded by Cllr Wheeler, all in favour.</p> <p><b>Resolved: the Community Events and Liaison Officer's probation was extended by a further three months and the Town Clerk was to implement a performance improvement plan with the Officer aligned to the Officer's job description, linked clear objectives and review on a monthly basis.</b></p>
HR/2023/025	<p><b>Staff leave etc</b></p> <p>Staff leave, absences and TOIL were noted. It was agreed to reflect any future leave information with the removal of bank holiday entitlements. The operation of the Town Council Office's between 27 and 29 of December was discussed. Cllr Wheeler proposed the Town Clerk was to manage this period and if the office was not operational during this period this item was to be brought back to Committee, seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: the Town Clerk was to manage the period between 27 and 29 of December and if the office was not operational during this period this item was to be brought back to Committee.</b></p>
HR/2023/026	<p><b>Close of meeting</b></p> <p>It was agreed that an additional HR Committee meeting was to take place in early January 2024 and the Chairman closed the meeting at 20.50pm.</p>

Signature of Chairman: .....

Date: .....