



Wimborne Minster Town Council

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

Minutes of the HR Committee meeting held on **Tuesday 19 December 2023** at 6.15pm in the Council Chamber at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present: Councillors: S Bartlett, C Chedgy, J Hart, D March (Town Mayor) and J Morgan.
Officers: L Harrison (Town Clerk).
Member of the public: none.

HR/2023/027	<p>Apologies for absence</p> <p>Apologies were received from Cllr Wheeler (non-business). Cllr Morgan proposed to accept Cllr Wheeler's apologies, seconded by Cllr Chedgy, all in favour.</p> <p>Resolved: apologies from Cllr Wheeler were accepted and approved.</p>
HR/2023/028	<p>Declarations of interest and dispensations</p> <p>Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).</p>
HR/2023/029	<p>Public Participation</p> <p>None.</p>
HR/2023/030	<p>Minutes of the HR Committee 24 October and 8 November 2023</p> <p>Cllr Chedgy proposed to approve the minutes of the meeting on 24 October and 8 November 2023 as a correct record to be signed by the Chairman, seconded by Cllr Bartlett, four in favour, one abstention.</p> <p>Resolved: the minutes of the meeting on 24 October and 8 November 2023 were approved as a correct record to be signed by the Chairman.</p>
HR/2023/031	<p>Cllr Morgan 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>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.</p> <p>The Town Clerk's consultancy work was noted and her request to reduce her hours from 37 to 30 discussed. It was agreed than in principle the request was supported on the proviso that:</p> <ul style="list-style-type: none">• the Town Clerk covered the core office opening times,• the amount of TOIL did not increase disproportionately as a result of reducing her hours,• all her duties and workload were completed, and• staff, especially newer members of staff, received the support and insight they needed to perform their duties from the Town Clerk. <p>It was agreed to revisit this request in March / April 2024.</p>

	<p>Cllr Chedgy proposed to extend the six month temporary contract of the Cemetery Clerk as approved by Wimborne Cemetery JMC from 8 January 2024, seconded by Cllr Bartlett, all in favour.</p> <p>Resolved: the Cemetery Clerk’s temporary contract was extended for a further six months from 8 January 2024.</p> <p>The Town Clerk updated the Committee on the recent medical procedure undergone by the Grounds Manager. Cllr Bartlett proposed to authorise the provision of occupational health support for the Grounds Manager in terms of a planned programme of recuperative duties when he returned to work, seconded by Cllr Morgan, all in favour.</p> <p>Resolved: the Grounds Manager was to receive occupation health support in terms of a planned programme of recuperative duties when he returned to work.</p> <p>It was agreed the HR Committee was to send the Grounds Manager a letter of thanks for his pro-active management of his medical condition.</p> <p>The Community Events Liaison Officer’s probation period and performance plan were discussed and the Town Clerk provided feedback from some councillors and staff on the officer’s performance, which was all positive. It was agreed the Town Clerk was authorised to end the Community Events Liaison Officer’s probation period and performance plan and confirm his permanent position.</p> <p>The updated statement of particulars in relation to those officers supporting weddings were noted.</p>
<p>HR/2023/032</p>	<p>Close of meeting</p> <p>It next HR Committee meeting date (20 February) was noted and it was agreed the meeting would be cancelled if there were no agenda items. The Chairman closed the meeting at 18.50pm.</p>

Signature of Chairman:

Date: