



## Wimborne Minster Town Council

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

**Minutes of the HR Committee** meeting held on **Tuesday 20 February 2024** at 7pm in the Council Chamber at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

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

HR/2023/034	<b>Election of Chairman</b> Cllr Bartlett proposed Cllr March was elected Chairman for the meeting, seconded by Cllr Wheeler, all in favour. <b>Resolved: Cllr March was elected Chairman for the meeting.</b>
HR/2023/035	<b>Apologies for absence</b> Apologies were received from Cllr Hart (non-business). Cllr Wheeler proposed to accept Cllr Hart's apologies, seconded by Cllr Morgan, all in favour. <b>Resolved: apologies from Cllr Hart were accepted and approved.</b>
HR/2023/036	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
HR/2023/037	<b>Public Participation</b> None.
HR/2023/038	<b>Minutes of the HR Committee 12 and 19 December 2023</b> Cllr Chedgy proposed to approve the minutes of the meetings on 12 and 19 December 2023 as correct records to be signed by the Chairman, seconded by Cllr Morgan, all in favour. <b>Resolved: the minutes of the meetings on 12 and 19 December 2023 were approved as correct records to be signed by the Chairman.</b>
HR/2023/039	<b>Society of Local Councils Clerks Practitioners Conference 2024</b> The report from the Town Clerk regarding her attendance at the conference was noted.
HR/2023/040	<b>General staff matters</b> The confidential report on staff leave, sickness, etc. from 1 April 2023 to 31 January 2024 was noted.
HR/2023/041	<b>Community Events and Liaison Officer</b> The report requesting an increase in the officers hours from 20 to 25 per week from 1 April 2024 was discussed. Cllr Wheeler proposed to approve the increase in hours, seconded by Cllr Bartlett, four in favour, one against. <b>Resolved: an increase in the Community Events and Liaison Officer hours from 20 to 25 per week from 1 April 2024 was approved.</b>
HR/2023/042	<b>Cemetery staff</b> The forthcoming dissolution of Wimborne Cemetery JMC and impact on two members of staff in terms of statements of particulars, job descriptions and status were noted. Cllr Chedgy proposed to authorise the Town Clerk to

	<p>make the following amendments on the dissolution of the JMC and from 1 April 2024:</p> <ul style="list-style-type: none"> <li>• amend the Cemetery Clerk and Cemetery Groundsman statement of particulars and job descriptions as required;</li> <li>• change to title of the role of the Cemetery Clerk to Cemetery Manager, and</li> <li>• move the Cemetery Clerk onto a permanent contract.</li> </ul> <p>Seconded by Cllr Wheeler, all in favour.  <b>Resolved: the Town Clerk was authorised to make the following amendments on the dissolution of the JMC from 1 April 2024: amend the Cemetery Clerk and Cemetery Groundsman statement of particulars and job descriptions as required; change to title of the role of the Cemetery Clerk to Cemetery Manager and move the Cemetery Clerk onto a permanent contract.</b></p>
HR/2023/043	<p><b>Community Infrastructure Levy (CIL) spend</b>  The Committee agreed not to recommend any CIL spends to the Finance and Governance Committee.</p>
HR/2023/044	<p><b>Close of meeting</b>  The Chairman closed the meeting at 7.30pm.</p>

Signature of Chairman: .....

Date: .....