



Wimborne Minster Town Council

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

Minutes of the HR Committee meeting held on **Tuesday 21 May 2024** at 6pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present:	
Councillors	W Chakawhata, J Hart, J Morgan, S Wheeler.
Officers	L Harrison (Town Clerk).
Members of the public	None.

HR/2024/001	Election of Chairman Councillor Morgan proposed Councillor Wheeler was elected Chairman of the Committee and to review the appointment to the role once the Town Council was up to full councillor strength, seconded by Councillor Chakawhata, all in favour. Resolved: Councillor Wheeler was elected Chairman for the Committee and the appointment to the role was to be reviewed when the Town Council was up to full councillor strength.
HR/2024/002	Election of Vice Chairman Councillor Wheeler proposed Councillor Chakawhata was elected Vice Chairman, seconded by Councillor Hart, all in favour. Resolved: Councillor Chakawhata was elected Vice Chairman for the Committee.
HR/2024/003	Apologies for absence None had been received by the Town Clerk; however the Committee noted the meeting commitments Councillor Bartlett, as a Dorset Councillor, was committed to attend.
HR/2024/004	Declarations of interest and dispensations Cllr Chakawhata declared a non-pecuniary interest (member of Dorset Council).
HR/2024/005	Public Participation None.
HR/2024/006	Minutes of the HR Committee 20 February 2024 Councillor Morgan proposed to approve the minutes of the meetings on 20 February 2024 as correct records to be signed by the Chairman, seconded by Councillor Wheeler, two in favour, two abstentions, the Chairman used his casting vote in favour. Resolved: the minutes of the meetings on 20 February 2024 were approved as correct records to be signed by the Chairman.
HR/2024/007	General staff matters The confidential report on staff leave, sickness, etc. from 1 April 2024 to 31 April 2024 was noted. Councillor Wheeler proposed to authorise a one-off payment of

	<p>25 hours at SCP 32 to the Finance in Manager in lieu of 25 hours TOIL out of the current salaries budget, seconded by Councillor Morgan, all in favour.</p> <p>Resolved: a one-off payment of 25 hours at SCP 32 to the Finance in Manager in lieu of 25 hours TOIL was approved and authorised out of the current salaries.</p> <p>The Committee noted that the expectation going forward for the same time next year was not to be in the same position and staff were expected to adhere to the Council's TOIL Policy.</p>
HR/2024/008	<p>Annual staff appraisals and increments</p> <p>The completion of all staff appraisal was noted by the Committee and the Clerk was thanked for completing them in time. Councillor Hart summarised the outcome of Town Clerk's appraisal with Committee members. Councillor Wheeler proposed to approve and authorise staff increments in line with their statement of particulars and Green Book terms and conditions, seconded by Councillor Chakawhata, all in favour.</p> <p>Resolved: staff increments in line with their statement of particulars and Green Book terms and conditions were approved and authorised.</p>
HR/2024/009	<p>Staff budget review 2024/25</p> <p>The supporting appendix document was discussed. Councillor Wheeler proposed to approve and authorise the request from the Town Clerk to appoint a student on a temporary casual engagement basis during the summer for 8 weeks (from 22 July to 30 August, 29 days, 203 hours) to undertake the transition of information contained in the physical ledgers and current electronic cemetery package onto the new accounts cemetery package and transition of exiting asset register information held on 'Excel' onto the new accounts inventory package. Seconded by Councillor Chakawhata, all in favour.</p> <p>Resolved: the temporary appointment of a student casual engagement basis during the summer for 8 weeks (from 22 July to 30 August, 29 days, 203 hours) was approved and authorised.</p> <p>Councillor Morgan volunteered to dip sample entries once the student was appointed and it was agreed the temporary appointment was to include other town council business, meetings and events to provide a rounded and rich portfolio of local government experience.</p>
HR/2024/010	<p>Councillor Wheeler proposed to appoint the temporary role at SCP 2, seconded by Councillor Hart, all in favour.</p> <p>Resolved: the temporary role was appointed at SCP 2.</p>
HR/2024/011	<p>The request from the Town Clerk to reduce her hours from 37 to 30 from 1 July was discussed. Councillor Hart proposed to approve and authorise the request, seconded by Councillor Wheeler, all in favour.</p> <p>Resolved: the Town Clerk was authorised to reduce her hours from 37 to 30 from 1 July.</p> <p>The amended staff budget for 2024/25 incorporating the reduced Town Clerk hours and temporary appointment was noted.</p>
HR/2024/012	<p>Close of meeting</p> <p>The Chairman thanked everyone for attending and closed the meeting at 6.45pm.</p>

Signature of Chairman:

Date: