



Wimborne Minster Town Council

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

Minutes of the HR Committee meeting held on **Tuesday 5 November 2024** at 7.45pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

Present:

Councillors: W Chakawhata, J Hart, J Morgan, R Nash, C Ryan and S Wheeler.

Officers: L Harrison (Town Clerk)

Members of the public: Two (Councillors B Jaggs and A Roberts)

HR/2024/013 Apologies for absence

None.

HR/2024/014 Declarations of interest and dispensations

Cllr Chakawhata declared a non-pecuniary interest (member of Dorset Council).

HR/2024/015 Public Participation

None.

HR/2024/016 Minutes HR Committee 21 May 2024

Councillor Hart proposed to approve the minutes of the meetings on 21 May 2024 as correct records to be signed by the Chairman, seconded by Councillor Chakawhata, all in favour.

Resolved.

HR/2024/017 General staff matters

The confidential report on staff leave, sickness etc. from 1 April to 30 September 2024 was noted.

HR/2024/018 National pay agreement 1 April 2024 to 31 March 2025

Councillor Hart proposed to implement the national pay agreement, seconded by Councillor Chakawhata, all in favour. **Resolved.**

HR/2024/019 Employee benefit scheme

Councillor Nash proposed to approve the employee benefit scheme package from 1 April 2025 for 12 months at a cost of £500, seconded by Councillor Hart, all in favour. **Resolved.**

HR/2024/020 Committee draft budget 2025 2026

The draft budget for the Committee was discussed and the increase in employer Nation Insurance rates noted.

Councillor Wheeler proposed to reduce the pay agreement expenditure figures across relevant budget lines (account cost code 4000) from 5% to 4%, seconded by Councillor Hart, all in favour.

Resolved.

Councillor Wheeler proposed to maintain the current overtime rates for grounds staff at weekends, seconded by Councillor Chakawhata, all in favour. **Resolved.**

Councillor Wheeler proposed to go into Exempt Business due to sensitive information for discussion regarding individual staff salary scales and performance management issues, seconded by Councillor Nash, all in favour. **Resolved.** The two members of public left the meeting.

Councillor Wheeler proposed to increase staff wedding expenditure costs by 4% (account cost code 130/4305), seconded by Councillor Chakawhata, all in favour. **Resolved.**

Councillor Wheeler proposed to increase wedding income by 5% (account cost code 130/1200), seconded by Councillor Chakawhata, all in favour. **Resolved.**

Councillor Wheeler proposed to approve the draft budget for 2026 2026 with the amendments as detailed above, seconded by Councillor Chakawhata, all in favour. **Resolved.**

HR/2024/021 Draft tenancy licence

Councillor Wheeler proposed to defer this matter for six months, seconded by Councillor Hart, all in favour. **Resolved.**

HR/2024/022 Performance management review

The Town Clerk provided background information and it was agreed Councillor Wheeler would support the Town Clerk in progressing the review.

HR/2024/023 Date of next meeting and close of meeting

It was agreed the next meeting would take place in January or February 2025 and the meeting was closed at 8.50pm.

Signature of Chairman: 

Date: 12/2/25

