



**Wimborne Minster Town Council**  
Town Hall, 37 West Borough, Wimborne, Dorset, BH21 1LT

**Draft Minutes of the HR Committee** meeting held on **Tuesday 16 May 2023** at 7pm in the Committee Room at Wimborne Minster Town Hall, 37 West Borough, Wimborne, Dorset BH21 1LT.

**Present:** Councillors: S Bartlett, C Butter, D March (Town Mayor) and S Wheeler (Deputy Town Mayor).  
Officers: L Harrison (Town Clerk).  
Member of the public: one.

HR/2023/001	<b>Election of HR Committee Chairman</b> Cllr Bartlett proposed Cllr Butter was elected Chairman of the HR Committee, seconded by Cllr Wheeler, all in favour: <b>Resolved: Cllr Butter was elected Chairman of the HR Committee.</b>
HR/2023/002	<b>Election of HR Committee Vice Chairman</b> It was agreed that this item was deferred.
HR/2023/003	<b>Apologies for absence</b> Apologies were received from Cllrs Chedgy (non-business), Morgan (non-business) and Shirley (non-business). Cllr Bartlett proposed to accept apologies, seconded by Cllr Wheeler, all in favour. <b>Resolved: apologies for absence from Cllrs Chedgy, Morgan and Shirley were accepted.</b>
HR/2023/004	<b>Declarations of interest and dispensations</b> Cllr Bartlett declared a non-pecuniary interest (member of Dorset Council).
HR/2023/005	<b>Public Participation</b> None.
HR/2023/006	<b>Staffing updates</b> The Town Clerk confirmed no one had been appointed following the recent Community Events and Liaison role recruitment process. Cllr Wheeler proposed to re-advertise the Community Events and Liaison role with agreed amendments (new deadline dates, submission of CV with application form and spelling corrections), seconded by Cllr March, all in favour. <b>Resolved: the Community Events and Liaison role was to be re-advertised with agreed amendments (new deadline dates, submission of CV with application form and spelling corrections).</b> Cllr Wheeler proposed Cllr March was to observe the interviews for the Community Events and Liaison role, seconded by Cllr Bartlett, all in favour. <b>Resolved: Cllr March was to observe the interviews for the Community Events and Liaison role.</b> Cllr Wheeler proposed to resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S. 100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt sensitive staff information as defined

	<p>in Part 1 of Schedule 12A of the Local Government Act 1972 (agenda items 5 (iii) and 6).Seconded by Cllr March, two in favour, two abstentions.</p> <p><b>Resolved: under the Public Bodies (Admission to Meetings) Act 1960 (as extended by S. 100 of the Local Government Act 1972), the public and accredited representatives of newspapers were excluded from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt sensitive staff information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 (agenda items 5 (iii) and 6).</b></p> <p>The member of the public left the room.</p> <p>The Town Clerk updated the Committee on all staff annual leave, sickness, time off in lieu and other leave from 1 April 2022 to 31 March 2023.</p> <p>The Town Clerk confirmed annual appraisals had been completed for all staff. As a result the Town Clerk requested authority to award one salary scale point increase to those staff on the relevant Green Book terms and statements of written particulars. Cllr March proposed to authorise one salary scale point increase to those staff on relevant Green Book terms and statements of written particulars following the positive annual appraisal process as requested by the Town Clerk, seconded by Cllr Wheeler, all in favour.</p> <p><b>Resolved: one salary scale point increase was authorised for those staff on the relevant Green Book terms and statements of written particulars following the positive annual appraisal process.</b></p> <p>The Committee discussed the Town Clerks previous “partner” work for the Local Government Resource Centre. Cllr Wheeler proposed Wimborne Minster Town Council approve the continuance of the Town Clerk’s LGRC work on condition that the Town Clerk inform the Committee in advance of any future work, any work was undertaken in her own time and would take into account her work load and personal commitments at the time, and the Town Clerk was to declare an interest on any relevant items on any Council agendas. Seconded by Cllr Bartlett, all in favour.</p> <p><b>Resolved: Wimborne Minster Town Council approved the continuance of the Town Clerk’s LGRC work on condition that the Town Clerk informed the Committee in advance of any future work, any work was to be undertaken in her own time and was to take into account her work load and personal commitments at the time, and the Town Clerk was to declare an interest on any relevant items on any Council agendas.</b></p> <p>It was agreed that the Committee Chairman and Town Mayor was to undertake the town Clerk’s appraisal.</p>
HR/2023/007	<p><b>Close of meeting</b></p> <p>The meeting closed at 19.55pm.</p>

Signature of Chairman: .....

Date: .....