



Town Council Offices,
1 Park Road,
Shepton Mallet
BA4 5BS

t: 01749 343984

e: info@sheptonmallet-tc.gov.uk

w: www.sheptonmallet-tc.gov.uk

A MEETING OF THE Human Resources Committee

[Link to Agenda here](#)

Held on: Tuesday, 28 March 2023 at 7 pm. Committee Room, Mendip District Council Offices, Shepton Mallet, BA4 5BT

Members Summoned and Present: HR Cllrs; Crisfield (Vice-Chair), Ducker, Hale (Chair), Harrison, Mayall

Absent: Cllr Kennedy

Officers Present: Town Clerk, Claire Commons

In attendance: Press (0), Members of the public (0).

Public Question Time

There were no members of the public present.

MINUTES

HR5.1 Apologies

- a. Officer report HR5.1 was received and it was **RESOLVED** To accept apologies for absence from Cllr G Kennedy due to a conflicting business engagement.

HR5.2 Declarations of Interest

- a. Officer report HR5.2 was received, all councillors were reminded of their duty to declare any interests in the business to be transacted and it was **NOTED** that the Clerk had an interest in staffing matters and would leave the room for any discussion relating to her. (*Financial provision - 0*)

HR5.3 Minutes

- a. Officer report HR5.3 was received and it was **RESOLVED** that the minutes of Tuesday, 21 February 2023 be approved for signing as a true record of the decisions taken. (*Financial provision - 0*)

HR5.4 Staffing Matters

- a. Officer report HR 5.5 was received and it was **RESOLVED** to increase the Town Clerk's hours to full time (37 hours) but not to apply a salary increment following completion of a BA Hons in Community Governance

ACTION: TOWN CLERK

- b. It was **RESOLVED** to increase the annual salary for the Deputy Town Clerk to SCP 31

ACTION: TOWN CLERK

- c. It was **RESOLVED** to make no further amendments to the responsibilities of the Project Manager for the following 12 months.
- d. It was **RESOLVED** to re-advertise the role of Communications and Marketing Officer.

ACTION: TOWN CLERK

- e. It was **RESOLVED** to interview the applicant for the role of Fundraiser and delegate to the Town Clerk in consultation with interviewing councillors to appoint if appropriate.

ACTION: TOWN CLERK

There being no further business, the meeting was closed at 8:50pm

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