MINUTES OF A MEETING OF WINCHCOMBE TOWN COUNCIL HR COMMITTEE HELD AT ABBEY FIELDS COMMUNITY CENTRE, BACK LANE, WINCHCOMBE AT 7.30PM ON WEDNESDAY 29 OCTOBER 2025.

PRESENT: Mr D Chandler Mr J Mason

The Clerk

Mr D Gray (Chair of Finance Committee) Ms S Sturgeon

- 1. TO NOTE APOLOGIES. None.
- 2. DECLARATIONS OF INTEREST, None.
- TO RECEIVE MATTERS ARISING FROM PREVIOUS MEETING. None.
- 4. TO REVIEW THE DRAFT ADMIN SUPPORT OFFICER DOCUMENTS FOR RECOMMENDATION TO FULL COUNCIL;
 - a) JOB DESCRIPTION
 - b) PERSON SPECIFICATION
 - c) RECRUITMENT ADVERT
 - d) CONTRACT OF EMPLOYMENT.

Members reviewed the documents as prepared by the Clerk.

It was agreed to recommend to Full Council as follows:

- To appoint an Admin Support Officer
- 8-16 hours pw
- One-year fixed term contract, commencing 1 April 2026
- Precept decision which will need to be included when setting 2026-27 budgets
- Position to be reviewed in third quarter

Clerk to re-cost for Nov Full Council meeting.

Proposed Cllr D Chandler, seconded Cllr S Sturgeon, carried unanimously.

Cllr J Mason suggested that the Clerk should not be spending time managing oversight of installation of projects such as the pump track or mount view cemetery – these require specialist expertise which WTC should be contracting.

5. TO CONSIDER CLOSING THE OFFICE FOR TWO WEEKS OVER THE CHRISTMAS PERIOD.

Proposed Cllr J Mason, seconded Cllr D Chandler, carried unanimously.

The meeting closed at 8.31pm.