

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  
The Clerk

Mr J Mason

Mr D Gray (Chair of Finance Committee)

Ms S Sturgeon

1. TO NOTE APOLOGIES. None.
2. DECLARATIONS OF INTEREST. None.
3. 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 WTC should be mindful of the occasional need for contracting in specialist expertise for delivery of particular projects as they arise.

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.