

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL ON THURSDAY 1<sup>ST</sup> NOVEMBER 2012 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson; N Kennedy; A Gibson.

**IN ATTENDANCE:** Town Clerk: F White. Staff Representative; RFO: S Luck.

**12/45S APOLOGIES FOR ABSENCE**  
T Robbins.

**12/46S DECLARATIONS OF INTEREST**  
None.

**12/47S MINUTES of the meeting held on 26<sup>th</sup> July 2012**  
Minutes of the previous meeting were proposed, seconded, approved and signed.

**12/48S MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chairman.

**12/49S STAFF REPRESENTATIVE**  
Nothing to report.

**12/50S TRAINING**  
A schedule was circulated, showing training taken in the last year and training requirements identified during the appraisals; estimated costs are within existing budget.  
Training in use of the Defibrillator will be included with its provision, at no cost to the City Council.

**12/51S CEREMONIAL STAFF**  
The Mayor's Serjeant-at-Mace will retire in May 2013, after 30 years of service. Appropriate arrangements for the future were agreed.

**12/52S CEMETERY AND OPEN SPACES STAFFING**

1. A report was received giving existing and proposed options; these were given careful consideration.  
In the interests of improving flexibility and control in the cemetery and other open spaces works, it was proposed, seconded and agreed to appoint one full time and one part time city council worker, to be ready for the start of the cutting season from 1<sup>st</sup> March 2013. (No budget implications).
2. A report was received regarding management of the open spaces. There was a detailed discussion of the staffing structure and the functions involved. The RFO reported on practical matters; the Town Clerk reported on management matters. The Chairman reported that careful research had been carried out, including contact with other councils, for comparison purposes. In conclusion the following recommendations were approved:
  - i. The RFO to be known as the Finance and Open Spaces Officer.
  - ii. The Cemetery Superintendent/Registrar post to be divided back out into Cemetery Manager and Cemetery Registrar; -Registrar functions to be retained by the Finance and Open Spaces Officer.  
(No budgetary implications).
  - iii. The existing Cemetery Assistant to become the Cemetery Manager.  
(some budgetary implication.)

**12/53S BUDGET REQUESTS FOR 2013-14**

- i. The RFO was asked to include the changes at 12/52S in the budget for 2013; to be presented to Finance and General Purposes Committee on 8<sup>th</sup> November.
- ii. It was agreed to request a continuation of the same level of budget provision for Training.

**12/54S EMPLOYEE HANDBOOK**

A report had been circulated; the recommendations were approved and adopted; the Town Clerk was asked to continue working on them. It was noted that the Complaints Procedure adopted by City Council 25<sup>th</sup> October 2012 would up-date and replace Policy 27 in the Handbook.

**12/55S TO EXCLUDE THE PRESS AND PUBLIC**

Due to the confidential nature of the business to be discussed, relating to members of staff, it was proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public: resolved.

**12/56S TOWN CLERK'S REPORT**

The report had been copied to members and was approved.  
The Town Clerk was thanked for conducting all the staff appraisals.

**12/57S ANY OTHER URGENT MATTERS OF REPORT**

No matters raised.

**12/58S DATE OF THE NEXT MEETING: 6pm Thursday 21<sup>st</sup> February 2013**