

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL ON THURSDAY 13<sup>th</sup> JUNE 2013 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson (Chairman), N Kennedy (Vice Chairman), A Gibson,  
J Parkes.

**IN ATTENDANCE:** Town Clerk: F White.

**13/24S ELECTION OF CHAIRMAN**

Cllr Wilson was proposed, seconded and elected.

**13/25S ELECTION OF VICE CHAIRMAN**

Cllr Kennedy was proposed, seconded and elected.

**13/26S APOLOGIES FOR ABSENCE**

Cllrs: A Denison, D Unwin. Staff Representative: S Luck.

**13/27S DECLARATIONS OF INTEREST**

None.

**13/28S MINUTES of the meeting held on 2<sup>nd</sup> May 2013** were proposed, seconded,  
approved and signed.

Matters Arising

For clarification: Minute 13/19S referred to potential work at Moat Walk.

**13/29S MEETING OPEN TO THE PUBLIC**

None present.

**13/30S ANY OTHER MATTERS OF REPORT**

- i. In answer to questions, the Chairman summarised what the committee does.
- ii. The Town Clerk reported she has started reviewing the Handbook index. She distributed an up to date copy of the staff structure.
- iii. The Chairman reported that the Reception Services Working Group, who have also been asked to look at use of office space in the Town Hall, will be consulting with the staff as part of the process.

**13/31S DATE OF THE NEXT MEETING:** 6pm Thursday 18<sup>th</sup> July 2013