

**WELLS CITY COUNCIL**  
**MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL**  
**CHAMBER, WELLS TOWN HALL, THURSDAY 16<sup>TH</sup> JUNE 2016 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson (Chairman); N Kennedy; D Swain; D Unwin; C Wride

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

**16/10S APOLOGIES FOR ABSENCE**

Cllr T Robbins

**16/11S ELECTION OF VICE-CHAIRMAN**

Cllr C Wride was proposed, seconded and elected as Vice-Chairman.

**16/12S DECLARATIONS OF INTEREST** None declared

**16/13S MINUTES OF THE MEETING HELD 3<sup>RD</sup> MARCH 2016**

The minutes of the previous meeting were proposed, seconded, approved and signed.

**16/14S MEETING OPEN TO THE PUBLIC** None present

**16/15S STAFF REPRESENTATIVE**

Staff had requested that the following items be raised as matters of concern:

- i. Flag-flying policy
- ii. Free use of the Town Hall / equipment
- iii. Duty of care to all staff (confidential matter)

Each item was considered carefully by the committee.

Flag-flying

Cllr Swain had proposed that the Pride flag be flown at the Town Hall. The Town Clerk was researching the complex regulations.

Staff were concerned about consistency and precedent. There was a lengthy discussion of various issues and concerns.

In conclusion it was proposed by the Chairman that the Town Clerk be asked to send an information message out to staff and councillors concerning the rules governing the flying of flags from public buildings; also that nothing further be done until the matter can be put to full council. This was seconded and agreed: 4 in favour 1 against.

Use of Town Hall and equipment

Staff had the following concerns:

- The Town Hall has on occasions been used for public events with no member of staff present; there are health and safety risks and insurance implications.
- Equipment has on occasions been borrowed without hire arrangements; leaving the line of responsibility unclear.
- Free room usage is assumed by some; only the Finance & General Purposes Committee has the discretion to grant free room lets.

Misuse of the system puts staff in a very difficult position, puts people at risk, and exposes the council to risk.

In conclusion it was proposed, seconded and unanimously agreed that the existing system must be used by everyone, namely:

- a. Booking in advance must take place; this includes borrowing/hire of any equipment, as well as rooms.
- b. For safety and insurance reasons, there must always be a member of the Town Hall staff present for events.

**16/16S TO EXCLUDE THE PRESS AND PUBLIC**

Due to the confidential nature of the business to be discussed, relating to individuals, 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.

**16/17S TOWN CLERK'S REPORT**

i. Up-dates:

The Town Clerk provided a confidential report.

It was agreed that an occupational health provider should be appointed, in accordance with regulations.

ii. Due to time constraints, it was agreed to defer remaining business until the next meeting.

**16/18S ANY OTHER URGENT MATTERS OF REPORT**

There were no urgent matters.

**16/19S DATE OF THE NEXT SCHEDULED MEETING: 6pm Thursday 20<sup>th</sup> October 2016**