

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 13TH APRIL 2023 AT 6:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: L Agabani, S Eden, T Robbins (Chair), P Welch (Vice-chair)

IN ATTENDANCE: Town Clerk/RFO: S Luck
Staff Representative: A Allen

23/09/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: D Denis, H Siggs

23/10/S DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

None declared.

**23/11/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
12TH JANUARY 2023**

Proposed, seconded and signed.

23/12/S MEETING OPEN TO THE PUBLIC

No members of the public present.

23/13/S STAFFING UPDATE

The Town Clerk reported he had received a letter from a member of staff regarding his future retirement date. He also reported staff were using up their holiday allowance and all staff have received details of their outstanding entitlement.

An issue regarding a member of staff having health problems was noted and the Town Clerk will offer support.

23/14/S STAFF REPRESENTATIVE REPORT

A Allen reported he had spoken to staff and there were no matters they wished to bring to the committee's attention.

23/15/S FUTURE ARCHIVIST ROLE

The future appointment of an Archivist was discussed.

It was agreed for the Town Clerk to talk to the volunteer looking after the Archives at the moment and offer him a temporary post while options of the job role are considered further.

23/16/S FUTURE STAFFING PROVISION

The Town Clerk gave a verbal report on the expected retirement dates of the senior staff and possible options moving forward.

He was asked to speak to the staff concerned and prepare a report for the committee in 6 months' time giving more detail of timelines and options for replacement staff.

23/17/S ANY MATTERS OF URGENT REPORT

None.

23/18/S DATE OF NEXT MEETING: 6pm Thursday 13th July 2023

EXCLUDE THE PRESS AND PUBLIC

Note: It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private report.

Minutes signed by The Chair: **Date:**