

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 13<sup>TH</sup> JULY 2023 AT 6:00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: L Agabani, T Robbins, H Siggs, P Welch

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

**23/19/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**  
Cllrs: S Eden, G Folkard

**23/20/S APPOINTMENTS**  
The following were proposed, seconded and elected:  
i. Chair of Committee, Cllr T Robbins  
ii. Vice-chair of Committee, Cllr P Welch

**23/21/S DECLARATIONS OF INTEREST**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.  
None declared.

**23/22/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON  
13<sup>TH</sup> APRIL 2023**  
Proposed, seconded and signed.

**23/23/S MEETING OPEN TO THE PUBLIC**  
No members of the public present.

**23/24/S STAFFING UPDATE**  
The Town Clerk updated members, no issues. The retirement of senior staff was discussed and the Town Clerk agreed to produce a staff tree for existing staff and a proposed one for the coming years for the next meeting.

**23/25/S STAFF REPRESENTATIVE REPORT**  
Andy Allen has spoken to staff and no issues had been raised.

**23/26/S FUTURE ARCHIVIST ROLE**  
Cllr Siggs and the Town Clerk have had a meeting with Jonathan Chivers and agreed he would continue on a two day a week contract which was working well. All enquires to the Archives had been answered and visits to see the collection had taken place. Archive training options were being investigated.

**23/27/S APPRENTICESHIP**  
The Town Clerk suggested appointing an Administration and Customer service apprentice. Members agreed the Town Clerk and Chairman could look at options and move to investigate with the college and advertise the position.

**23/28/S ANY MATTERS OF URGENT REPORT**  
No matters discussed.

**23/29/S DATE OF NEXT MEETING: 6pm Thursday 12<sup>th</sup> October 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:** .....