

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 30TH NOVEMBER 2023 AT 7:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: L Agabani, S Eden, G Folkard, T Robbins (Chair), H Siggs, P Welch

IN ATTENDANCE: Town Clerk/RFO: S Luck
WCC Cllrs: D Denis, T Butt Philip

23/38/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

None received.

23/39/S DECLARATIONS OF INTEREST

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

None declared.

23/40/S MEETING OPEN TO THE PUBLIC

None present, so all Councillors were invited to join the discussion at the table.

23/41/S STAFFING UPDATE

The Town Clerk presented the new proposed staffing chart and explained the reasoning behind each staff position, also how future responsibilities devolved from Somerset Council could be included in any future provision of staff.

Main Points raised,

1. The splitting of the role of Town Clerk/Civic Officer with the role of Responsible Financial Officer. Members agreed this was a sensible way forward and both roles will cover the Proper Officer role. The Town Clerk's Assistant will take on the role of RFO in the next financial year.
2. The retirement timetable for the Town Clerk was discussed. The Town Clerk will give 12 months' notice when date is known. It was agreed the Town Clerk's Line Managers, Cllr Cursley and Cllr Robbins, will start the process next year of preparing a job description and it was confirmed the post is appointed by a Full Council working group.
3. The future position of a Cemetery Superintendent was discussed and whether the position would include a license to occupy the Lodge. The Superintendent would also become the WBJC Burial Officer and have legal responsibilities for the faculties of the cemetery. The Town Clerk explained the advantages of the occupancy and the financial situation, members agreed.
As the Burial Officer is also due to retire in two years the Cemetery Assistant has started training to become the Superintendent which takes about 18 months to complete and members will be updated on progress. He will be invited to a future meeting to meet the committee.
4. The future roles from any devolution of services from Somerset was discussed at length but until a timetable and any TUPE arrangements are in place, this could not be costed or agreed.
5. Cllr Agabani requested the members consider a future role for a Marketing Officer to promote the Town Hall and services provided by WCC. It was suggested this could be best considered in the future.
6. The Sustainability Officer role was briefly discussed and suggested this role could be shared with other Councils.

It was agreed to proceed with the staff structure, but keep it under constant review.

23/42/S

ANY MATTERS OF URGENT REPORT

The Town Clerk reported that due to the volume of emails etc, he had agreed with his Line Managers to stop all correspondence with a previous Portway Annexe user group.

Cllr Denis requested that Councillors are informed of the appointment of all new members of staff. The Town Clerk agreed to do so and distribute a staff chart to include names and photo if possible.

23/43/S

DATE OF NEXT STAFFING MEETING: 6pm Thursday 11th January 2024

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:**