



**WELLS CITY COUNCIL
NOTICE IS HEREBY GIVEN THAT A MEETING OF THE STAFFING & PERSONNEL COMMITTEE,
WHICH MEMBERS ARE SUMMONED TO ATTEND,
WILL BE HELD AT WELLS TOWN HALL
ON THURSDAY 9th OCTOBER 2025 AT 6:00PM**

Please note this meeting will be recorded for the purpose of minute-taking.

Haylee Wilkins
Town Clerk

2nd October 2025

Town Hall, Market Place
Wells BA5 2RB

01749 673091

e-mail: townclerk@wells.gov.uk

Committee Members:

Cllrs: J Browne (Vice-chair), D Denis,
S Eden (Chair), D Orrett, S Powell, T Robbins

AGENDA

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
- 3 ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH SEPTEMBER 2025**
- 4 MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH SEPTEMBER 2025**
To approve and sign the minutes of the previous meeting.
- 5 MEETING OPEN TO THE PUBLIC**
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.
- 6 STAFFING UPDATE**
 - i To receive an update from the Town Clerk
 - ii To receive an update from the Staff Representative

7 MENOPAUSE POLICY

To consider the draft policy (attached by email)

8 FREQUENCY OF MEETINGS

To consider the needed frequency of meetings – Proposal bi-monthly

9 FORWARD PLAN

Item	Proposed date for consideration
Staffing review	Monthly
Menopause Policy	October
Staff contract review	November
Staff Handbook review	November
Work Nest Contract review	November

10 ANY MATTERS OF URGENT REPORT

11 DATE OF NEXT MEETING: 6pm, Thursday 13th November 2025

EXCLUDE THE PRESS AND PUBLIC

Note: If it is necessary for matters to be considered in confidence it will be 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, in order that confidential items can be discussed.