



**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 12<sup>th</sup> MARCH 2026 AT 6:00PM**

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

Haylee Wilkins  
Town Clerk

5<sup>th</sup> March 2026

Town Hall, Market Place  
Wells BA5 2RB

01749 673091

e-mail: [townclerk@wells.gov.uk](mailto:townclerk@wells.gov.uk)

Committee Members:

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

**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  
1<sup>st</sup> May 2022.
- 3 ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON  
12<sup>TH</sup> FEBRUARY 2026**
- 4 MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON  
12<sup>TH</sup> FEBRUARY 2026**  
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 STAFFING STRUCTURE AND STATISTICS**  
To receive report from Town Clerk (to be circulated in the meeting)
- 8 LONE WORKING POLICY (attached)**



**9 HEALTH AND SAFETY POLICY & STATEMENT OF INTENT (attached)**

To receive the draft policy and statement

**10 FORWARD PLAN**

Councillors are encouraged to advise the Town Clerk of any items they wish to explore.

**11 ANY MATTERS OF URGENT REPORT**

**12 DATE OF NEXT MEETING: 6pm, Thursday 9<sup>th</sup> April 2026**

**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.