

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON THURSDAY 3<sup>RD</sup> OCTOBER 2013 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson (Chairman), A Denison, A Gibson, J Parkes, D Unwin.

**IN ATTENDANCE:** Town Clerk: F White  
Staff Representative: RFO S Luck

**13/38S APOLOGIES FOR ABSENCE**  
N Kennedy (Vice Chairman)

**13/39S DECLARATIONS OF INTEREST**  
None

**13/40S MINUTES of the meetings held 13<sup>th</sup> June and 30<sup>th</sup> August 2013**  
The minutes of the previous meetings were proposed, seconded, approved and signed. It was noted that the meeting scheduled for 18<sup>th</sup> July had been cancelled.

**13/41S MEETING OPEN TO THE PUBLIC**  
None present

**13/42S STAFF REPRESENTATIVE**  
The staff had held an election during the summer; Steve Luck was re-elected as their representative. He reported that staff come to him about various minor matters, these are resolved in-house, it is not usually necessary to bring anything forward to the committee. Mr Luck was thanked for his work in this role. Cllr Parkes proposed that all the staff be formally thanked for their efforts in the last few weeks, during the building works and lack of office cover; this was seconded and unanimously agreed.  
It was further proposed, seconded and agreed, that the Mayor be asked to note the thanks to all staff at the next Council meeting, thanking the staff for coping with the difficult working conditions during a major refurbishment.

**13/43S TRAINING**  
The Town Clerk supplied a report on training attended.  
The Open Spaces Team was congratulated on how Wells is looking.

**13/44S TO EXCLUDE THE PRESS AND PUBLIC**  
Due to the confidential nature of the business to be discussed, relating to individuals, it was 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: Resolved.  
The Town Clerk and RFO left the meeting.  
Members agreed unanimously with the Chairman's recommendations in relation to the current staffing issue.  
The Town Clerk and RFO were recalled to the meeting.

**13/45S TOWN CLERK'S REPORT**

- i. Annual appraisals have been rescheduled.
- ii. Staffing matters:
  - a) Temporary cover has been arranged for the City Council office on a flexible basis.
  - b) It was proposed, seconded and agreed to recommend that the Finance and General Purposes Committee be asked to consider earmarking a contingency fund for temporary staffing during periods of unforeseen prolonged absences.
  - c) The Archivist is to be congratulated on her recent appointment to the position of Cathedral Archivist (part time).

**13/46S ANY OTHER URGENT MATTERS OF REPORT**  
None

**13/47S DATE OF THE NEXT MEETING: Thursday 21<sup>st</sup> November at 6pm.**