

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 10TH JULY 2025 AT 6PM IN WELLS TOWN HALL

COMMITTEE Cllrs: J Browne, S Eden (Chair), S Powell
MEMBERS PRESENT:

IN ATTENDANCE: Town Clerk: H Wilkins
0 members of the public

25/13/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
D Denis, D Orrett, T Robbins

25/14/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

**25/15/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON
THURSDAY 12TH JUNE 2025.**
None

**25/16/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON
THURSDAY 12TH JUNE 2025.**
Approved

25/17/S MEETING OPEN TO THE PUBLIC
No public present.

25/18/S STAFFING UPDATE

Update from the Town Clerk

The Clerk advised that there were no further staff changes this month, and that adverts would shortly be placed for fixed term contract for a customer services/project support role and for market casuals to manage the impact of the member of staff that chose not to TUPE transfer.

The July newsletter has been issued.

Christmas hours of opening have been advised to staff. Different approach this year to take account of the services now being delivered.

Fundamental review continues with contract and handbook being issued to Work nest for annual review.

Staff training day tomorrow (11th) and members welcome to explore the stands this evening if they wish.

Update from the Staff Representative

The rep requested in their absence that the Town Clerk raise a matter which had been discussed with them. Members of staff have raised a request for recycling facilities on site. The Town Clerk committed to looking at options and reporting to the Estates Committee in due course.

25/19/S REVIEW CORPORATE PRIORITIES DRAFT
Councillors were invited to review the draft priorities and offer their comments.

25/20/S FORWARD PLAN

Item	Proposed date for consideration
Staffing review	Monthly
Menopause Policy	September
Staff contract review	September
Staff Handbook review	September
Worknest Contract review	October

25/21/S ANY MATTERS OF URGENT REPORT

None

25/22/S DATE OF NEXT MEETING: 6pm, Thursday 11th September 2025

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: