



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 11TH SEPTEMBER 2025 AT 6PM IN WELLS TOWN HALL

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

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

25/23/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
D Denis, T Robbins

25/24/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

**25/25/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON
THURSDAY 10TH JULY 2025.**
None

**25/26/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON
THURSDAY 10TH JULY 2025.**
Approved

25/27/S MEETING OPEN TO THE PUBLIC
No public present.

25/28/S STAFFING UPDATE

Update from the Town Clerk

All sickness now resolved. Markets Officer and Communications Manager have left the organisation. Recruitment for Markets officer has been completed and new officer appointed.

Three trial shifts for additional Market Operators have been completed with 3 casual contracts awarded.

Projects and Admin resource recruited as temporary resource to support requirements of the council and boost resilience and support to multiple areas of the council.

Will shortly be advertising for TIC 0 hours vacancy to offer additional resilience.

Newsletter to staff issued for September and provided to Councillors.

Pay award issued in line with National scales and applied from 1st April.

Fundamental Review of staffing ongoing, with Work Nest having now formally replied to the contract review. Town Clerk to review and deliver changes to contracts and write Job Descriptions for all staff within the next month.

Update from the Staff Representative

No update.

25/29/S FORWARD PLAN

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

25/30/S ANY MATTERS OF URGENT REPORT
None

25/31/S DATE OF NEXT MEETING: 6pm, Thursday 9th October 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: