



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 13TH NOVEMBER 2025 AT 6PM IN WELLS TOWN HALL

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

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

25/43/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllr T Robbins

25/44/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

25/45/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 9TH OCTOBER 2025.

25/46/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 9TH OCTOBER 2025.

25/47/S MEETING OPEN TO THE PUBLIC

25/48/S STAFFING UPDATE

- i. Update from the Town Clerk
The Town Clerk that advised a staffing concern associated with a Market Casual had been resolved satisfactorily.
A date had been confirmed for 10th December for a training afternoon to launch for the new training platform to be discussed later on the agenda.
A cleaner/caretaker of the Portway Annexe had left and a replacement has been secured on a fixed term contract to allow for resilience associated with the structure to be discussed later on the agenda.
- ii. Update from the Staff Representative
No report provided as no concerns raised.

25/49/S LEARNING NEST UPDATE
The Town Clerk advised the committee of the new training platform, its purpose and benefits. The Committee thanked the Town Clerk for seeking a resolution to this area and asked that consideration be given to Councillor training also.

25/50/S **CONFIDENTIAL – STAFFING STRUCTURE UPDATE (papers via email from Town Clerk)**
The Town Clerk provided an overview of the proposed amended structure of the staffing of the council and next steps. The Committee voted unanimously to agree the amendments and process for change.

25/51/S FORWARD PLAN

Item	Proposed date for consideration
Work Nest Contract review	January 2026
Review Frequency of Meetings	January 2026

25/52/S ANY MATTERS OF URGENT REPORT

None.

25/53/S DATE OF NEXT MEETING: 6pm, Thursday 11th December 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: