



**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 11<sup>TH</sup> JUNE 2026 AT 6PM IN WELLS TOWN HALL**

**COMMITTEE MEMBERS PRESENT:** Cllrs: T Butt Philip, S Cursley, S Eden (Chair), J Edmonds, D Orrett,

**IN ATTENDANCE:** Officer: Town Clerk, Haylee Wilkins

**26/34/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**  
S Powell

**26/35/S DECLARATIONS OF INTEREST**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.  
There were no declarations

**26/36/S APPOINTMENT OF VICE CHAIR**  
Cllr S Powell was nominated as Vice Chair, no other nominations were received and committee voted unanimously for the appointment

**26/37/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12<sup>TH</sup> MARCH 2026.**  
There were no actions to report.

**26/38/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12<sup>TH</sup> MARCH 2026.**  
The minutes were signed as a true and accurate record of the meeting.

**26/39/S MEETING OPEN TO THE PUBLIC**  
No public present.

**26/40/S STAFFING UPDATE**  
i. To receive an update from the Town Clerk

The Town Clerk advised that all annual appraisals are now completed and key themes from these are:


- Improvement to training provision and positive engagement with staff training platform introduced.
- Good communications through the newsletter.
- Positive place to work

These themes were also commented on by the Auditor also.

1-2-1 processes will now be applied within year.

Cllr Butt Philip asked how the appraisal process worked.

The Town Clerk advised that staff receive an annual appraisal, normally with their line manager, but last year the Town Clerk completed for all staff. This year, as part of the training and consistency within the management team, the Town Clerk has sat in on all, but the Line Manager has completed. The line managers will now have quarterly 1-2-1s with each member of staff to monitor objectives set. The objectives feed back to the corporate priorities as a "golden thread".



The Town Clerk confirmed that there are some staffing considerations and recruitment, due to vacancies and maternity leave. Some elements were being managed in house, through the continued cross skilling of staff. Recruitment for two roles would be completed imminently. Equally there is an expected vacancy in the coming weeks, for which, the role would be advertised slightly differently, to recognise the current skill gap within the organisation, but this would remain within existing budget.

There was some sickness being managed, but being covered within existing staffing and/or seasonal support.

Councillors were presented with the most recent statistics of staffing.

- ii. To receive an update from the Staff Representative  
There was no significant update from the Staff Representative as no issues reported.

**26/41/S PENSION AMENDMENTS**

The Town Clerk advised that notification from the pension provider confirmed a change in employer contribution from 1<sup>st</sup> April 2026 which had now been retrospective applied.

The amendment sees a financial saving which will be reported to the next Finance Committee accordingly.

There is no impact to staff pension balances, or employee contributions. And the matter had been communicated verbally and in written to all those within the pension scheme. The change has been applied and committed to for a 3 year period.

**26/42/S AUDIT REQUIREMENTS FOR PAYROLL**

The Town Clerk advised that the recent audit had highlighted that for transparency a councillor sign off of the monthly payroll would be prudent. The Town Clerk requested that between the Chair and Vice Chair they attend the Town Hall on the day of payroll or shortly after to ratify the documents and payments made.

This was unanimously agreed by the committee as best practice

**26/43/S FORWARD PLAN**

There were no items expressed by Councillors to add to the forward plan.

**26/44/S ANY MATTERS OF URGENT REPORT**

**26/45/S DATE OF NEXT MEETING: 6pm, Thursday 10<sup>th</sup> September 2026**

Minutes signed by The Chair: .....

Date: .....