

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 11TH JANUARY 2024 AT 6:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: L Agabani, S Eden, G Folkard, H Siggs, P Welch

IN ATTENDANCE: Town Clerk/RFO: S Luck
Staff Representative: A Allen
Cemetery Assistant: A Chouings

24/01/S APOLOGIES FOR ABSENCE FROM COMMITTEE
Cllr T Robbins (Chair)

24/02/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

24/03/S MEETING OPEN TO THE PUBLIC
None present.

Cllr P Welch (Vice chair) took the Chair.

24/04/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON:
i. 12TH OCTOBER 2023
ii. 30TH NOVEMBER 2023
The Town Clerk was reminded to circulate a staff structure showing names of staff in each role. He agreed to do this asap.
The two sets of minutes were proposed, seconded and signed as a true record.

24/05/S STAFFING UPDATE
As agreed at the last meeting new members of the staffing team will be invited to meet the committee.
The Town Clerk introduced Ashley Chouings to members, he is the Cemetery Assistant but training to become the new Burial Officer and Cemetery Superintendent. It takes about 18 months to complete the legal training.
The Town Clerk also reported new staff members were settling into their new roles after the recent retirements and there were no other problems with staff.

24/06/S STAFF REPRESENTATIVE REPORT
Andy Allen, Staff Representative, reported he had spoken to staff and no issues had been raised with him.
He was pleased how the staff were settling into their new roles.
Cllr Siggs asked Andy in his new role as Town Hall Manager if the Archives and Finance committee could have a regular tour of the Town Hall with him to enable members to get an understanding of current and future needs and projects. The Town Clerk was asked to include Properties on a future agenda. This was agreed by all members.

24/07/S ANY MATTERS OF URGENT REPORT
The Town Clerk reported the Pay-roll IT package was being updated from April as the old system was obsolete. The same provider will be used to minimise data changes.

24/08/S DATE OF NEXT STAFFING MEETING: 6pm Thursday 11th April 2024

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:**