

**WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON
THURSDAY 16TH JANUARY 2025 AT 6:00PM IN WELLS TOWN HALL**

PRESENT: Cllrs: L Agabani, S Eden, T Robbins (Chair), H Siggs, P Welch

IN ATTENDANCE: Town Clerk: S Luck

25/01/S APOLOGIES FOR ABSENCE FROM COMMITTEE
Cllr G Folkard

25/02/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

25/03/S MEETING OPEN TO THE PUBLIC
None present.

**25/04/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
14TH NOVEMBER 2024**
The minutes were noted and signed by the Chair.

25/05/S STAFFING UPDATE
The Town Clerk updated members.

1. The Cemetery legal Faculties are in place ready for the new Cemetery Manager taking over the role.
2. Advice on the Licence to Occupy the Cemetery Lodge has been received, it will be directly tied to the Cemetery Managers employed position in line with a service licence agreed with HMRC. Members were consulted and after discussion it was agreed to keep this under review every 4 years from date of signing.
3. The Town Clerk updated members on the current staff, no issues but all staff are waiting the appointment of the new Town Clerk

25/06/S INTRODUCTION OF NEW STAFF REPRESENTATIVE
Caroline Hobbs is the newly-appointed Staff Representative. She sent her apologies as, due to sickness, she was unable to attend this meeting.
The Office Manager confirmed that there were no staff issues to report.

25/07/S PROTOCOL FOR COUNCILLORS AND STAFF
The policy was presented. No further changes were needed and it was proposed, seconded and agreed to adopt the policy.

25/08/S ANY MATTERS OF URGENT REPORT
No matters raised.

25/09/S DATE OF NEXT STAFFING MEETING: 6pm, Thursday 13th February 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:**