



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 9TH OCTOBER 2025 AT 6PM IN WELLS TOWN HALL

COMMITTEE Cllrs: D Denis, S Powell, T Robbins
MEMBERS PRESENT:

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

25/32/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: J Browne, S Eden (Chair), D Orrett

25/33/S DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

25/34/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH SEPTEMBER 2025.

25/35/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH SEPTEMBER 2025.

25/36/S MEETING OPEN TO THE PUBLIC

25/37/S STAFFING UPDATE

Update from the Town Clerk

The Town Clerk advised that there was one resignation since the last meeting. Resilience and planning was under way to determine how to manage this vacancy. The review of staff contracts was now completed, with a draft contract for Fixed Term, Casual and Permanent now in place. The Town Clerk will shortly complete a review and report to the next meeting regarding the structure of the workforce, following which new contracts would be provided to all staff. The new contracts and staff handbook ensure compliance with current legislation, as some elements had been incorrect since 2023.

Update from the Staff Representative

No report provided as no concerns raised.

25/38/S MENOPAUSE POLICY

Committee considered the draft policy presented by the Town Clerk and approved unanimously for it to be recommended to Full City Council for adoption.

25/39/S FREQUENCY OF MEETINGS

The Town Clerk asked if the meeting frequency was considered acceptable. The committee discussed the current monthly frequency, and agreed that this was suitable given the proposed forward plan. The committee will review again in January 2026.

25/40/S FORWARD PLAN

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



25/41/S ANY MATTERS OF URGENT REPORT

25/42/S DATE OF NEXT MEETING: 6pm, Thursday 13th November 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: