

**WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON
THURSDAY 13TH MARCH 2025 AT 6:00PM IN WELLS TOWN HALL**

PRESENT: Cllrs: L Agabani, G Folkard, T Robbins (Chair), H Siggs, P Welch

IN ATTENDANCE: Town Clerk: H Wilkins
RFO: C Woodland
WCC Staff Representative: C Hobbs

25/19/S APOLOGIES FOR ABSENCE FROM COMMITTEE
Cllr S Eden

25/20/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

**25/21/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
13TH FEBRUARY 2025**
The minutes were noted and signed by the Chair.

25/22/S MEETING OPEN TO THE PUBLIC
No members of the public were in attendance

25/23/S STAFFING UPDATE

- i. C Hobbs updated the meeting that no staff issues had been raised. C Hobbs left the meeting.
- ii. To receive an update from the Town Clerk
The Town Clerk referenced the loss of Kevin Westwood, as a previous member of staff and volunteer within the Town Hall, who would be sorely missed.
She mentioned that a new staff newsletter which has been launched and well received.
The Clerk advised that a fundamental review of staffing, including the introduction of processes such as 1-2-1's, annual appraisals and other supporting systems is being commenced and a full report will be provided to committee at the next meeting.

25/24/S ANY MATTERS OF URGENT REPORT
The Town Clerk raised an urgent item of health and safety associated with public toilet sanitary provision and staff managing the cleaning of this function. The Clerk advised that an urgent decision would be sought from Finance on 13.03.2025 to seek immediate resolution to the issue. Until this received all practices had ceased to ensure staff safety.

25/25/S DATE OF NEXT STAFFING MEETING: 6pm, Thursday 10th April 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:**