

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Wednesday 10th September 2025** at **4.00pm**

Councillors:

Present: S Bale, N Phipps, G Holdcroft and C Walsh.

Apologies: E Beck, E O’Nolan, T Rogerson, R Sanders and M Wilks.

In attendance: Town Clerk (Mr G E Diaper) and no members of the public.

1. To elect the Chair of Committee for the Civic Year 2025/26

Cllr. Eamonn O’Nolan was elected Chair of the Woodbridge Town Council Staffing Committee for the Civic Year 2025/26.

2. To elect the Deputy Chair of Committee for the Civic Year 2025/26

Cllr. Sue Bale was elected Deputy Chair of the Woodbridge Town Council Staffing Committee for the Civic Year 2025/26.

3. Apologies for Absence

The Committee agreed to approve the absence of Cllrs. E Beck, E O’Nolan, T Rogerson, R Sanders and M Wilks.

4. Declarations of Member Interests.

No members made any declarations of interests in relation to items on the agenda.

5. Requests for dispensations.

There were no requests for a dispensation in relation to items on the agenda.

6. Public Question Time.

There were no members of the public present.

7. To agree and approve the minutes of the meeting held on 12th March 2025

The minutes of the Staffing Committee meeting held 12th March 2025 were approved.

8. To note the receipt of the pay award for 2025/26

The Committee noted the receipt of the pay award for 2025/26.

9. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

The Committee agreed to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

10. To consider the job specifications and advertising particulars for the proposed in-house gardening staff.

The Committee considered the job specifications and advertising particulars for the proposed in-house gardening staff as prepared by the Town Clerk.

Further to the changes agreed at the meeting, the Staffing Committee recommend the following to Town Council:

- The job specifications and advertising particulars prepared for the Head Gardener and Assistant Gardener positions be used in the recruitment of these Officers of the Council.
- At the point that the Council agrees to the in-house gardening of its estate, these positions be advertised as soon as practicably possible.
- That the employment of the Head Gardener commences in the current financial year in order that that person can be involved in the recruitment of the Assistant Gardener, a position that should commence on April 1st, 2026.

11. To consider the staffing requirements of the Council.

The Town Clerk was asked to further consider the staffing structure following debate at this item and to schedule a meeting of the Staffing Committee prior to the October meeting of the Council.

12. Closure

The meeting was closed at 5.25pm

Councillor Bale
Vice Chair