

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Wednesday 7th October 2026** at **7pm**

Councillors:

Present: Cllrs. Ellie Beck, Eamonn O’Nolan, Nigel Phipps, Simon Sadler, Catherine Walsh and Martin Wilks

Apologies: Cllrs. Sue Bale and Geoff Holdcroft

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

1. Apologies for Absence

The Committee agreed to approve the absence of Cllrs. Sue Bale and Geoff Holdcroft

2. Declarations of Member Interests.

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

3. Requests for dispensations.

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

4. Public Question Time.

There were no members of the public present.

5. To agree and approve the minutes of the meeting held on 16th September 2026

The minutes of the Staffing Committee meeting held 16th September 2026 were approved as a true record.

6. To consider the options available to the Council for provision an allowance to elected Members.

The Committee considered the potential of providing an allowance to elected Members, namely financial support for Councillors under the age of 50. The Committee noted that statue does not allow such an allowance to be paid to only selected Members of a Council but encouraged the Town Mayor to continue to

seek involvement in an ongoing discussion being undertaken by the CEO of SALC and the ESC Monitoring Officer on the matter.

The Town Clerk was asked to consider if the General Power of Competence could be used to negate some of the legal hurdles, whilst contacting known young persons to the organisation for their opinion on the allowance proposal.

7. **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 agree 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.

8. **To receive a recommendation from the interview panel in relation to the appointment to the Strategic Change Management position.**

The Committee agreed to recommend to Full Council the person to be appointed to the position of Strategic Change Management Specialist, subject to the receipt of satisfactory references. The Chair of the Staffing Committee would produce a paper for consideration by Full Council.

9. **To consider a request from Town Council in relation to overtime/ emergency cover should the Council need to use its Emergency Plan.**

The Committee asked that Cllr. Adelson organise a meeting of the named persons on the WTC Emergency Plan as a means to consider and test the contact protocols provided within.

10. **To consider the feedback received from the Council's former Assistant Gardener.**

The Committee noted the feedback received from the Council's former Assistant Gardener following his departure from the organisation.

The Town Clerk was asked to ensure that the Council's policies be provided in hard copy for those Officers based in the Elmhurst Park Gardeners Shed.

11. **To note the resignation of the Council's Deputy Town Clerk and consider a request for her early release from her contractual obligations of notice.**

The Committee noted the resignation of the Council's Deputy Town Clerk and agreed that her final day of employment would be Friday 30th October 2026.

12. To consider the staffing budget/ structure in order to assist the Finance Committee with budget preparation, including a proposed increase in hours for the Admin. Assistant, the Finance Committees position on a second assistant gardener, and the potential employment of a street sweeper/ litter collector.

The Committee considered the paper provided by the Town Clerk on matters relating to the 2027/28 budget, and agreed the following:

- To recommend to the Full Council that the Council's Administrative Officer, Lorienn Graves, have her contract amended via side letter in order that she may work an additional one hour per day (three hours per week). Her usual working hours would be amended to 09.00 – 15.00, Tuesday, Wednesday and Friday.
- To request that the Finance Committee prepare a staffing budget to include the following:
 1. Deputy Town Clerk – Full time.
 2. 2nd Assistant Gardener – Full time.
 3. Strategic Change Management Specialist – Six months at a rate to be agreed.
 4. Street sweeper/ litter collector – 20 hours per week (Possible irregular hours contact).

13. Closure

The meeting was closed at 5.02pm

Councillor O'Nolan
Chair