

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Thursday 28th May 2026** at **5.30pm**

Councillors:

Present: Cllrs. Sue Bale, Eamonn O’Nolan, Simon Sadler and Martin Wilks.

Apologies: Cllrs. Ellie Beck, Geoff Holdcroft, Nigel Phipps, Tom Rogerson and Catherine Walsh.

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

1. To elect the Chair of Committee for the Civic Year 2026/27.

The Committee agreed to appoint Cllr. Eamonn O’Nolan as the Chair of the Staffing Committee for the 2026/27 Civic Year.

2. To elect the Deputy Chair of Committee for the Civic Year 2026/27.

The Committee agreed to appoint Cllr. Sue Bale as the Deputy Chair of the Staffing Committee for the 2026/27 Civic Year.

3. Apologies for Absence

The Committee agreed to approve the absence of Cllrs. Ellie Beck, Geoff Holdcroft, Nigel Phipps, Tom Rogerson and Catherine Walsh.

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.

Cllr. Miller thanked the Committee for the chance to review the job description of the new role, which is now much improved from that presented to Council in May.

7. To agree and approve the minutes of the meeting held on 16th March 2026

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

8. 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.

9. To consider the request from Town Council for further consideration to be given to the job particulars for the Temporary CEO position.

The Chair spoke to the changes made to the job description of the position now titled 'Strategic Change Management specialist'.

Further to minor changes made to the document at the meeting and suggestions to how the post be advertised, the Town Clerk and Cllr. O'Nolan were mandated to produce advertising particulars for consideration at the June meeting of the Council.

Cllr. Miller left the meeting.

10. To note the applications received for the Finance and Admin. Officer position and consider the recruitment timeline.

The Committee noted the applications received to the position of Finance and Admin. Officer to Woodbridge Town Council. The Committee agreed the following steps as part of the recruitment timeline:

- The applicants to be offered an interview.
- That due to Officer and Councillor availability, interviews would be held in late June/ early July in order that a recommendation from the Interview Panel be made to the July meeting of the Council.
- The Councillors and Officers appointed to the interview panels would be agreed by the Town Clerk and Cllr. O'Nolan, after consultation with those hoped will be involved.

11. To note the applications received for the Wedding Officer position and consider the recruitment timeline.

The Committee mandated the Town Clerk and Admin. Officer to make a recommendation to Full Council in June as to the offer of zero hours contracts to a maximum of two persons to be employed as Wedding Officer.

12. Closure

The meeting was closed at 6.32pm

Councillor O’Nolan
Chair

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