

To Members of the Staffing Committee

Cllr. Sue Bale

Cllr. Eamonn O’Nolan

Cllr. Simon Sadler

Cllr. Ellie Beck

Cllr. Nigel Phipps

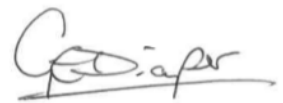
Cllr. Catherine Walsh

Cllr. Geoff Holdcroft

Cllr. Tom Rogerson

Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Staffing Committee** to be held at the **Shire Hall** on **Wednesday 16 September at 7pm.**



Greg Diaper

Town Clerk

11 September 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to fifteen minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

1. Apologies.

2. Declarations of Member Interests.

To receive any declarations of interest in respect of items on this agenda.

3. Requests for dispensations.

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Public question time.

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum – three minutes per person.

5. To agree and approve the [minutes](#) of the meeting held 28 May 2026.

6. To note the receipt of the Local Government pay agreement for 2026.

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.

8. To receive a verbal update from the Chair on the Strategic Change Management Specialist position.

9. To consider a report from the Estates Manager in relation to operational and staffing requirements of the estates/ horticultural team.

10. To receive an update from the Town Clerk in relation to personal matters and to agree any next steps.

11. To receive an update from the Town Clerk in relation to internal staffing matters and agree any next steps.

12. Closure.

Item 10

To note the receipt of the Local Government pay agreement for 2026.

As Members are well aware it is the accepted practice that the pay agreement for Local Government employees is agreed part-way (or sometimes almost the whole-way) into the new financial year.

Received on August 26th, the following (taken from the Local Government Association website), confirms the pay award for 2026/27.

Local government services pay agreement 2026

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from 1 April 2026 (covering the period 1 April 2026 to 31 March 2027). The new pay rates, each increased by 3.30 per cent per annum, are attached at Annex 1.

The pay award will be implemented, and back pay paid to Officers, as part of the September payroll. The full calculations will be provided the Mayor, and Chair and Deputy Chair of the Finance Committee prior to approval.

In relation to the Town Council's budget, assuming all salary amounts/ hours provided for in the budget were utilised in the current year, an under budgeting of .3% on the pay scale would see an overspend of £1,169. However, as the Council has overbudgeted on pension payments (a reduction in the Council contribution down to 17% from 20% was announced post the agreement of the Staffing budget), and due to the delay in employing additional staff in the year, an underspend is currently forecast for the Staffing budget.

Members are asked to note the receipt of the Local Government pay agreement for 2026.

Item 11

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

The low-key advertisement of the Wedding Officer vacancy (WTC website and Social media) has provided three responses for consideration – the advert and job role and provided below for information:



**JOB OPPORTUNITY FOR
A WEDDING OFFICER**

Woodbridge Town Council are looking for a dedicated Wedding Officer to join the team at the historic Shire Hall.

— ◆ —

We are looking for a person who will need to be smartly dressed, with a positive and friendly attitude who can help create a memorable and happy experience for our bridal couples on their special wedding day.

This role requires you to work weekends for 3 hours per ceremony, mainly Saturdays and occasionally cover weekdays. Please note this is a zero-hour employment contract.

If you are interested in the job role, please contact us by email:
secretary@woodbridge-suffolk.gov.uk
(closing date 29th May 2026)

Woodbridge TOWN COUNCIL

Advert

We are looking for a Wedding Officer who will need to be smartly dressed to attend wedding ceremonies at the historic Shire Hall in Woodbridge and can create a memorable and happy experience with a positive and friendly attitude, making the bridal couple and their guests feel relaxed and ready to enjoy their special day. You will

be involved with the Registration Officers conducting the ceremony, assisting them, the photographer, the weddings guests and the bridal couple. You will need to work weekends, mainly Saturdays for a couple of hours at each ceremony and cover a few weekdays during holidays for the other Wedding Officer.

If you would like to join the Woodbridge Town Council team and help create happy memories for bridal couple, please contact:

Job Role

A Wedding Officer is always smartly dressed and responsible for creating a memorable and happy experience with a positive and friendly attitude to all members of the bridal party and Registration Officers attending a ceremony at the Shire Hall. Their duties include the opening of the Shire Hall 1 hour before the ceremony is due to start. If required setting up the Chamber Room ready for the wedding, laying out of chairs, tables and equipment according to the number of guests and attendees and their requirements. Taking delivery and placing of flowers and decorations on the day if required. Assembling music for the ceremony and greeting guests, assisting with parking especially those with mobility issues, seating of guests and family members and the arrival of the groom or bride. Assisting the Registration Officers and photographer with their requirements. And responsible for clearing up, possibly hoovering floors and securing and closing the Shire Hall.

Attending Saturday and Sunday weddings, which may include the odd bank holiday, plus covering some weekday weddings for the other Wedding Officer work schedule, who will also cover your holidays.

Lorienn has received three emails about the position, and these (un-redacted) emails are provided on the SharePoint.

Officers are of the opinion that in order to support Lorienn in the undertaking of the Wedding Officer duties as required by the Council's license from Suffolk County Council, it would be most appropriate to have two people 'employed' by the Council on a zero hour contract – an example of the contract previously used to hire people to the position is provided on SharePoint.

The Staffing Committee are provided this item to consider the role of the Councillors from this Committee in the interview process, and how a recommendation on the offer of employment be made to Full Council. A potential recruitment is as follows:

- Interviews on Wednesday 10th and/ or Friday 12th June (to align with Lorienn's working days).

- Interview panel – Town Clerk (Greg), Admin. Officer (Lorienn), A N Other Councillor/Councillors.
- The Interview panel to be mandated by the Committee to make a recommendation to Council about appointments.