

Minutes of a Meeting of the Staffing Committee held on Wednesday 23<sup>rd</sup> July at 13.00 in the Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs, D Parry, Gascoigne, Barker, Hudson, Towers, Hoffmann.

Mrs P O'Hagan (Town Clerk).

**1 Appointment of Committee Chairman**

**Resolved:- to appoint Cllr Parry as Committee Chairman for the year 2025-26.**

**2 Apologies** - to receive any apologies and reasons for absence.

**Resolved:- to note apology received from Cllr Soul.**

Absent Cllr Hoffman

**3 Disclosable Pecuniary Interests**

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.

None declared.

b) To consider any applications for dispensation.

None received.

**4 Committee Minutes** - to approve as a correct record the minutes of the meeting of the Committee held on 21.11.24

**Resolved:- to approve the minutes of the staffing committee meeting held on 21.11.24 as a true record and they were duly signed.**

**5 Policies**

a) Employee Handbook – to review and consider adoption of revised policies and additional policies as recommended by Worknest.

**Resolved:- to**

- **recommend the adoption of the revised Employee Handbook complete with additional policies**
- **recommend that training in recognising and dealing with bullying and harassment is undertaken by all staff annually.**

b) H&S Policy and handbook – to consider adoption of.

**Resolved:- to recommend the adoption of the Health and Safety Policy and Handbook.**

c) Lone working procedures – to review.

A discussion took place on whether the current procedures were fit for purpose.

**Resolved:- to defer this item so that the opinion of Worknest can be sought on the effectiveness of the current procedures.**

d) Office access – to review.

**Resolved:- to recommend that the office access policy is approved.**

e) Protocol for Staff/ Councillor relations - to review.  
The policy was reviewed and it was:

**Resolved:- to recommend the approval of the review with no changes.**

**6 Staffing Budget to 30.6.25 – to review.**

**Resolved:- to note the report.**

**7 Town Council Training Statement – to review and consider priority courses for current Council Term**

**Resolved:- to approve the training statement of intent and to recommend that the Town Council organise an action planning session in late September or early October to develop an ongoing action plan for the Council.**

Cllr Gascoigne left the meeting at 14.00

**8 Date and time of next meeting – to note.**  
Date not set

**9 Exclusion of Public and Press**

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**Resolved:- to exclude press and public (none present).**

Casual Worker Agreement – to approve.

**Resolved:- to approve the Casual Worker Agreement and the appointment of C Daffern as casual litter picker for the Town Council.**

Meeting ended 14.15

Chairman.....