

WELLINGTON TOWN COUNCIL

MINUTES OF A MEETING OF THE STAFFING AND RESOURCES COMMITTEE HELD ON MONDAY 16 December 2019 AT 5.00 PM IN THE COUNCIL CHAMBER, 28 FORE STREET, WELLINGTON

Present: Councillors J Lloyd, V Stock-Williams, J Thorne, J Hunt, M Lithgow, A Govier.

Kathryn Hemensley (Town Clerk),

1. Apologies

Apologies were received and accepted from Cllr Barr.

2. Declarations of Interest

Cllr Lloyd declared a personal interest in agenda item 3 as she is a customer of MTMIT the IT Consultant.

Cllr Thorne declared a personal interest in agenda item 3 as he is a customer and personal friend of MTMIT the IT Consultant.

2. Council Offices

(a) Additional room.

The meeting noted that the lease was now signed, and that kitting out the room would recommence in the New Year.

3. Staffing

(a) The Clerk's report on current staffing arrangements was noted and approved. Staffing levels, (including Finance Assistant and Community Warden), were currently at 110 hours per week from the 148 hours (X4 FTE) approved resourcing level. Further recruitments would follow as Council priorities and activities dictated. The Clerk and Finance Assistant would be exploring suitable accountancy packages in the new year by hopefully arranging visits to other councils to seek recommendations.

(b) Councillors **resolved** to exclude the press and public¹ from the meeting to enable discussion of 3 confidential items.

- i) Review of staffing contracts
- ii) Clerk's annual appraisal
- iii) Remuneration for a staff member

Standing orders were reinstated and the meeting continued.

4. IT and Website

Councillor Lloyd declared a personal interest in this item as she was a customer of the IT consultant.

Councillor Thorne declared a personal interest in this item as he was a friend of the IT consultant.

¹ (The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2))

The contents of the Clerk's report were noted. Councillors were advised that building the new website was continuing and a second viewing had been set up for Wednesday 18th December at 11 am in the Council office.

Details of the new shared-access calendar for Council events and meetings were advised. Councillors asked if the calendar could be set up to generate automatic emails should a meeting be cancelled. This would need to be checked.

The Consultant's report logging IT work carried out over the past month was presented. Councillors did not wish to see this every month. Instead the Clerk should monitor this and report back quarterly and bring any points of particular interest to the Committee.

Councillors were advised there would be drop-in sessions for having their new email accounts set up on their devices if this was required.

5. PR and Communications

Noting the Clerk's report, Councillors requested that the list of Councillors, their wards and contact details be updated. The list, with photographs would then go onto the Co-op Notice Board, as well as on the website. This would include Steve the new Community Warden. The Clerk was requested to check that he had hi-visibility wear with the Council's crest on it to enable public recognition.

Noting how well the pop-up shop was doing, it was suggested to contact local television in the New Year to get an article about the shop in the local news. Cllr Lithgow would liaise with the Clerk. Traders around the town had called in to welcome the recent tenants and feedback to date was highly positive.

6. Longforth Road Public Conveniences

It was noted that the Clerk would be meeting with a specialist toilet contractor, Healthmatic on 7th January. This company was currently carrying out an option appraisal with Somerset West and Taunton for their Taunton toilets. A report, with costings would be provided on the best way to keep a minimum of two cubicles open. Further on, a fuller option appraisal would most likely be needed, and Councillors noted that the adjacent piece of land has not yet been sold. It was noted that the lights over cubicles did not relate to the ones which were actually open, which was confusing and should be adjusted if possible.

7. Date of Next Meeting

This was set for Monday 17th February at 6.00 pm in the Council chamber

The meeting closed at 7.05 pm