



WELLINGTON TOWN COUNCIL STAFFING AND RESOURCES COMMITTEE AGENDA

You are summoned to attend a meeting of the Wellington Town Council Staffing and Resources Committee to be held remotely by ZOOM meeting on **Wednesday 21st October 2020 at 2.00pm.**

Members of the public are cordially invited to join this meeting.

Due to Coronavirus (Covid-19) measures, Wellington Town Council is conducting its meetings remotely until further notice using 'ZOOM' technology. Members of the press and public are welcome to join this meeting using the following details. A device such as a mobile telephone, laptop or computer will be required.

<https://us02web.zoom.us/j/89285675483?pwd=a3lzNGVUMTVEdnI3STBMTnBRdWN1Zz09>

Meeting ID: 892 8567 5483
Passcode: 420786

Members of the public who wish to have the opportunity to address the Council will need to advise the Acting Town Clerk in writing by no later than 12 noon on Monday 19th October 2020.

Alice Kendall
Acting Town Clerk
07591 819989
alice@wellingtontowncouncil.gov.uk

14th October 2020

1. Apologies

2. To receive any Declarations of Interest

3. In lieu of public speaking, to receive any representations from members of the public

In the absence of an in-person meeting, the usual public speaking session has temporarily been replaced with the presentation of any written submissions received from members of the public. Any written submissions received from the public no later than 12 noon on Monday 19th October will be read aloud to the meeting, with a 3-minute time limit per submission.

4. To consider matters relating to the Council's Office premises and staff working

Taking into account the most recent Government advice regarding Coronavirus, it is recommended that the Council Office remains closed with staff continuing to work remotely for the most part. Appointments can be made by members of the public who require in-person assistance. Consideration may also be given to a video entry system/doorbell for the front door.

5. To consider the Council's IT, phone and website arrangements

It is recommended that a new phone system be considered. Currently, there is only one handset available in each office and calls cannot be easily transferred between handsets. Having discussed this with the IT consultant, they will be able to provide advice on a new system. The information is awaited and will be circulated as soon as possible. An update on website accessibility is also expected.

6. To be updated on the Longforth Road Public Toilets

7. To resolve to exclude the press and public to enable discussion of confidential matters relating to staffing¹

8. Confidential items

(a) Temporary staffing arrangements

9. Date of next meeting

Alice Kendall
Acting Town Clerk

14th October 2020

END

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