



## MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON TUESDAY 26<sup>th</sup> MAY 2026 AT 10am

### PRESENT:

Kay Montandon (Chair)  
Michell Philpott

Mary Evans  
Patrick Prekopp

Michael Goodwin

Also in attendance: Faye LeBon (Town Clerk) and Gavin Watson (Maintenance Manager).

### 1. To Receive Apologies for Absence

Apologies were received from Trevor Bennett, Cheryl Bould and Catherine Fletcher.

### 2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

### 3. To Agree Minutes from the Meeting of 7<sup>th</sup> May 2026

The minutes of the meeting of 7<sup>th</sup> May 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

It was noted that after the meeting of 7<sup>th</sup> May, Patrick Prekopp replaced Trevor Bennett on the interview panel for the role of Maintenance Officer and Facilities Support.

### 4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

### 5. Policy Review

#### a) Drugs and Alcohol Policy

The draft policy circulated was **adopted**, subject to the removal of section 8.4

#### b) Whistleblowing Policy

The draft policy circulated was **adopted**.

#### c) Bribery Policy

The draft policy circulated was **adopted**.

#### d) Lone Working Policy

The draft policy circulated was **adopted**. It was **agreed** to put this on a future agenda to consider improved protection for those lone working.

**e) AI Powered Services Policy**

The draft policy circulated was **adopted**. The importance of training on this subject was emphasised. Mitchell Philpott will do a short training session for staff.

**f) Dress Code Policy**

The draft policy circulated was **adopted**.

**6. Exclusion of the Press and Public**

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for the duration of item 7, in view of the confidential nature of the business to be transacted.

*The meeting was closed to the press and public*

**7. Recruitment**

**a) To Receive Recommendations of the Interviewing Panel and Appoint Person to the Role of Finance Manager and Deputy Clerk.**

Michael Goodwin and Kay Montandon had formed the interview panel for this role, with the Clerk in support. Regrettably Catherine Fletcher had to leave the interview process early.

It was **agreed** to accept the recommendation of the panel and Harry Clark was appointed to the position.

**b) To Receive Recommendations of the Interviewing Panel and Appoint Person to the Role of Maintenance Officer and Facilities Support**

David Anderson, Patrick Prekopp and Mitchell Philpott had formed the interview panel for this role, with the Maintenance Manager in support.

It was **agreed** to accept the recommendation of the panel and Connor Osborne was appointed to the position.

**c) To Receive Update on the Recruitment of the Communications Officer**

Twelve applications had been received to date, with the closing date being 1<sup>st</sup> June.

*The meeting was reopened to the press and public*

**8. To Note Items for Information and Inclusion in a Future Agenda**

Shortlist applications for Communications Officer, agreement interview panel, date, time and format. The Clerk will send applications to committee members on Monday afternoon.

Staff member TOIL

**9. Date of Next Meeting**

Wednesday 3<sup>rd</sup> June at 10am

There being no further business to conduct the meeting was closed at 11.25am

Signed \_\_\_\_\_

Date \_\_\_\_\_