



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE DRILL HALL ON WEDNESDAY 22nd JUNE 2026 AT 11.15am

PRESENT:

Kay Montandon (Chair) Trevor Bennett Mary Evans
Mitchell Philpott Patrick Prekopp

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received from David Anderson, Catherine Fletcher and Michael Goodwin.

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

None raised.

3. To Agree Minutes from the Meeting of 3rd June 2026

The minutes of the meeting of 3rd June 2026 were **agreed** by the committee and signed as a true and accurate record by the Chair.

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

No matters raised.

5. 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 items 6 to 8, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

6. To Received Recommendation from Interview Panel and Appoint Comms Officer

It was noted that all candidates, including those who did not make the shortlist were of a high quality. All six applicants shortlisted attended an interview and provided a response to the requested task. Three of the candidates interviewed were exceptionally good but the interview panel was able to provide a unanimous recommendation. The Interview Panel had provided a recommendation to the committee and it was **agreed** that Claire Butler should be appointed.

7. To Review Staff Member TOIL for 2025/2026 and Agree Treatment of this Time

The Clerk presented a paper on the 2025/2026 payment and TOIL accumulation based upon the agreed process and the process followed. It was *agreed* that there was TOIL owed, which should be paid to the staff member. There was also a small overpayment which would be deducted.

The cause of the TOIL had been rectified by the new staffing structure so this should not be repeated.

Staff contracts for Facilities Staff should reflect double time payments when required to work after 10.30pm.

8. To Receive Report of Incident of 19th June and Consider Initial Loan Working Recommendations

A report had been circulated to members. The Clerk will liaise with the Maintenance Manager about the following:

- The possibility of better lighting at the Drill Hall
- The possibility of improved CCTV coverage at the Drill Hall
- Liaison with alarm professionals about alarm systems incorporating personal alarms.

Whilst some roles allow for flexibility in working hours, it is also important that staff take into account their own health and safety when choosing these hours. If work cannot be completed by midnight, it should be programmed in the early hours of the morning.

The meeting was reopened to the press and public

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

The Clerk advised that staff were taking precautions in the heatwave. Outdoor staff were not working outside in the hottest part of the day. Fans are in the office, however, have limited effect. Staff have been advised that for the remainder of this week, to finish work early if the heat becomes too much.

Paternity leave was reported to the committee.

The opening of the public toilets was to be discussed on a future agenda.

10. Date of Next Meeting

Wednesday 22nd July at 11.15am at the Drill Hall

There being no further business to conduct the meeting was closed at 12.35pm

Signed _____

Date _____