MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE DRILL HALL ON MONDAY 19th OCTOBER 2026 AT 2pm

PRESENT:

Kay Montandon (Chair)	David Anderson	Trevor Bennett
Mitchell Philpott	Pat Prekopp	

Also in attendance: Faye LeBon (Town Clerk)

1. **To Receive Apologies for Absence**
   Apologies were received from Mary Evans and Michael Goodwin

2. **To Receive any Declarations of Interest or Requests for Dispensation**
   None raised.

3. **To Agree Minutes from the Meeting of 9th September 2026**
   The minutes of the meeting of 9th September 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. **To Receive Feedback on Lone Working Technology**
   The Clerk reported that, as a result of the original company approached unable to provide a free trial period, an alternative supplier had been sought. This supplier was able to provide two different types of devices, one that ran solely on a 4g network, scanning all available networks for the best signal, and one that provided additional wifi coverage. The latter would be suitable for those working in areas of the town hall and drill hall where 4g coverage is very limited.

   A month's free trial had been received, and the product was deemed as suitable as a safety device for lone workers. In addition to this, the product was cheaper and with no initial set up fee, meaning that two additional devices could be purchased.

   The Clerk will proceed with setting up the devices on a three-year contract.

6. **To Receive Information on Upcoming Active Workplace Funding**
   On 13th October the Clerk attended a Place Making seminar run by Sport England and Active Norfolk. Information about inactivity was in the population was discussed

and how Sport England are changing the way they are trying to increase the level of activity amongst demographics.
There will be small pots of money available for localised initiatives for items such as upskilling, community engagement and leadership development in relation to increasing activity. There will also be a workforce development fund to increase activity in the workplace.
The committee was supportive of increasing workplace activity, particularly for those in more sedentary roles. The Clerk is to consult with staff as to what they would find useful to increase activity in the workplace and feed this back to the committee for a project when funding is released.

7. **To Receive Feedback on Social Media Policy**
   It was ***agreed*** to adopt this policy as circulated, but to keep the policy under review. The staff are to be advised of the policy and feedback is to be sought.

8. **To Note Items for Information and Inclusion in a Future Agenda**
   Christmas Arrangements. The Clerk will place this on the full council agenda in November.
   The Clerk will look at roles and consider KPIs.

9. **To Agree Date and Time of Next Meeting**
   It was ***agreed*** that this should be 11th January 2027 at 2pm.

10. **Closure of the Meeting to the Press and Public**
    It was agreed that, under the public bodies (admission to meetings) act 1960, to exclude the press and public for the duration of item 11 in view of the confidential nature of the business to be transacted

11. **To Consider Staffing Budgets for 2027/2028**
    A draft staffing budget was presented to the committee. It was agreed to budget for a 3.5% increase, as well as a continency amount for overtime and sickness cover. This will be presented to full council as part of its budget considerations.

    There being no further business to conduct the meeting was closed at 3.20pm.

Signed_____ Date_____