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

PRESENT:

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

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

1. **To Receive Apologies for Absence**
   Apologies were received from Catherine Fletcher, 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 24th June 2026**
   The minutes of the meeting of 24th 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. **To Note Staff Training Courses and Options**
   Fire Marshal and Emergency First Aid at Work courses have been budgeted for. It is more cost effective to book a group course than to have all staff attend individually, which would mean four extra places to be filled on each course. It was ***agreed*** to offer those places to councillors who may require the training, such as those involved in events.

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 items 7 to 9, in view of the confidential nature of the business to be transacted.

   The meeting was closed to the press and public

7. To Consider Options for Additional Security Measures for Staff / Lone Working

It was ***agreed*** that with the new IT rollout, out of hours work can be programmed monthly in advance in the outlook calendar, so that managers are aware of the work patterns.

A proposal was put forward for electronic lone working devices linked to an external monitoring centre. The committee ***agreed*** to this in principle, subject to fine tuning of the proposal to ensure that it was suitable for all members of staff requiring the service. This will be put to full council for budgetary consideration.

8. Public Conveniences

a) To Receive Update on Roles for Cleaner of Public Conveniences and any Further Actions

The committee was updated on the full council decision of 22nd June whereby the contractors for the works had given notice. To keep to the council's allocated budget the second contractor on the list would be approached and should this contractor decline, then the Town Council will offer multiple roles for direct employment. The contractor second on the list, whilst showing initial interest, was now not responding to correspondence, therefore the positions for direct employment had been advertised. The application period ends on 3rd August. It was ***agreed*** that Kay Montandon, Mitchell Philpott and David Anderson would interview, with Gavin Watson in support. This would be on Friday 7th August commencing at 2pm.

b) To Consider Options for Opening of Public Conveniences

To ensure that all workers have their entitlement to 24 hours rest in any 7 day period, it was ***agreed*** that alternative arrangements would be put in place for opening of the public conveniences on a Wednesday.

9. To Consider Adoption of Staff Handbook

A draft document had been circulated to members for consideration, based on the policies adopted in previous meetings. The staff handbook was ***agreed*** and will be distributed to staff.

It was noted that some of the adopted policies would require review as a result of recent government changes in legislation.

The meeting was reopened to the press and public

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

Appointment of public convenience cleaner(s)

Review of staffing policies impacted by changes in government legislation

11. Date of Next Meeting

Monday 10th August 10am – to appoint cleaner(s) for the public conveniences

Wednesday 9th September 11.15am – policy review

The Clerk will advise the locations for these meetings.

There being no further business to conduct the meeting was closed at 12.15pm

Signed________________________________ Date______________________________