



WESTON-SUPER-MARE TOWN COUNCIL
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PERSONNEL COMMITTEE
AGENDA

Date: Wednesday 29th October 2025

Time: 11.00 AM

Venue: 32 Waterloo Street

Members of the Personnel Committee are hereby summoned to this meeting and reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act 2010 s.149 when reaching a decision. Members who wish to comment on matters within their ward may attend and address the Committee.

Members: Councillors Tim Taylor (C) Mike Bell, Gill Bute, Mark Canniford (VC), Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak and John Standfield

Note: Quorum of the Committee shall be 5 of its Members.

- 1. Apologies for Absence and Notification of Substitutes**
- 2. Declarations of Interest**
- 3. To approve the Minutes of the Personnel Committee Meeting held on the 2nd July 2025 (attached) (pages 1- 3)**

General Matters

None to be considered.

Personnel Matters

- 4. Review of new job description for Grounds Services Administration Officer**
(Appendix 1) for approval to appoint with immediate effect, costs included in current staffing budget (attached Pages4- 7).
- 5. Cleaning Contract – Provision for In House Cleaners**
To receive the report of the Director of Finances & Resources (attached pages 8-9).

To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.

Red Paper items (Confidential information)

6. Job evaluation update of requirements for 2026/2027

To receive the Report of the Director of Finance and Resources

7. Annual Staffing review for the year 2026/2027

To receive the Report of the CEO/Town Clerk & Director of Finance and Resources

8. Extension to seconded period for the Museum and Grounds Managers roles

To receive the Report of CEO/Town Clerk

9. Worknest staffing matters update

To receive the report from the Director of Finance and Resources

10. Sickness Absence Statistics

To receive the sickness monitoring reports (to be available at the meeting) for noting.



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
7th October 2025

Weston-super-Mare Town Council
32, Waterloo Street
Weston-super-Mare
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