



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL **MINUTES OF THE PERSONNEL COMMITTEE** **HELD AT 32 WATERLOO STREET** **ON 9TH JULY 2025**

Meeting Commenced: 11.02 am
Meeting Concluded: 12.44 pm

PRESENT: Councillors, Mike Bell, Mark Canniford, Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak, John Stanfield, John Crockford-Hawley, and Tim Taylor

In Attendance: Sarah Pearse -CEO/Town Clerk, Fay Powell Director of Community Services-Deputy Town Clerk, Helen Morton Director of Finance & Resources-RFO.

79	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from • Cllr Bute
80	To receive Declarations of Interest • Cllr Coles declared an interest with regard to the Blakehay Theatre as she is employed by Hub Weston CIC who have recently been appointed as the new Management an Operator.
81	To receive and approve the minutes of the previous Personnel Committee meeting held on 20th May 2025 The minutes of the last meeting had been previously circulated at the meeting. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Jemma Coles A vote was taken and accordingly it was carried. RESOLVED: That the minutes be approved and signed by the Chair as a true record of the meeting.

General Matters

4.1 Terms of Reference

The report of the CEO/Town Clerk had been previously circulated.

PROPOSED BY: Councillor Owen James

SECONDED BY: Councillor Peter Crew

A vote was taken and accordingly it was **carried**.

RESOLVED: That the Current Terms of Reference be updated as follows and that prior to approval and submission to F & GP they are circulated to the Chair & Vice Chair for final checking.

Role of the committee: The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

1. To deal with disciplinary and capability matters to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
2. To be responsible for appraisal of the Town Clerk.
3. To determine the council's policy on deployment on welfare, superannuation, remuneration, recruitment, training, qualifications, Health & Safety aspects and other conditions of service.

3.1. To oversee the recruitment of principal officers of the Council as follows:.

- CEO/Town Clerk – Personnel committee to appoint an 'appointments committee' from members of the Personnel Committee (Max 3 Councillors to be on formal interview panel, to identify stakeholders (discretionary) and recruitment process to be followed).
- Senior Management Team (excluding CEO/Town Clerk) – 3 Councillors and CEO/Town Clerk.
- Tier 1 Managers – Minimum 1 Councillor and 2 x members of SMT
- Tier 2 Supervisors – Minimum 1 x member of SMT
- All Other Staff – 3 x Panel members (agreed with HR / SMT)

3.2. To develop the Council's approach to apprenticeships, job creation and training programmes.

3.3. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.

3.4. To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.

3.5. To review Terms & Conditions of service and salaries of staff

3.6. To oversee and approve any job evaluation process.

3.7. To review the organisational structure and necessary staffing levels.

	3.8. To consider staffing reviews. 3.9. To prepare and maintain employment policies and procedures and the Staff Handbook. 3.10. To review and approve new Job Descriptions and Person Specifications. 3.11. To review and approve any changes to Contracts of Employment
83	Training and Development Update Pride Reception Visit The report of the Community Operations & Resources Manager had previously been circulated RESOLVED: That the training report provided was received and noted. A vote was taken and accordingly it was carried.
	<i>Minute numbers 84-88 are not available, due to the confidential nature, as indicated on the agenda: 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.</i>
	There being no further business the meeting concluded at 12.45 pm Signed.....Dated..... Chair of the Personnel Committee



JOB DESCRIPTION

Job Title:

Grounds Services Administration Officer

Department:

Grounds Services

Grade:

JG4

Hours:

37 hours per week

Contract:

Full-time

DESIGNATION

Responsible to:

Grounds Services Manager

Other Relationships:

- Director of Community Services
- Amenities Officer
- Senior Customer Services Officer

JOB PURPOSE

OVERVIEW

This administration role supports Weston Town Council's Grounds Services. The post holder will be the first point of contact for all grounds service enquiries and provide administrative support for the daily operations of the team to include, but not limited to, our play areas & open spaces, waste collections and street vitality. In addition this role will support and provide annual leave/sickness cover for our Amenities Officer in relation to Milton Road Cemetery to include, but not limited to, responding to public enquiries and attending internments/burials.

MAIN DUTIES AND RESPONSIBILITIES

Daily Operations

- To support the Grounds Services Manager with daily operational admin to include; responding to general enquiries, equipment/stock ordering, data collection/entry, order processing and complaint resolution.
- Provide admin support to the Director of Community Services as directed and in agreement with the Grounds Manager.
- To work closely with the Senior Customer Services Officer to ensure all grounds enquiries are dealt with promptly and by the correct member of staff/department
- To take a lead administration role on the PSS Live system (or other designated systems), which organises operational tasks in priority order, ensuring data is kept up to date and reports are filed correctly.
- Process requests for new litter/dog bins from members of the public, councillors and other agencies, whilst maintaining up to date records.
- To work closely with other key members of staff to facilitate internal requests for grounds services support.

Amenities Officer Cover

- To provide administration cover in the absence of the Amenities Officer for Milton Road cemetery, ensuring booking procedures are complied with.
- To ensure the keeping of accurate and complete records for all stages of internments/burial bookings.
- Process requests for burial plots and memorials, arranging plot deeds as necessary.
- To liaise with funeral directors, grave diggers and memorial masons as appropriate to comply with established procedures.
- Process requests for memorial trees/benches whilst maintaining up to date records.

General

- Comply with Weston Town Council's policies and procedures to include (but not limited to), Equal Opportunities, Equality and Diversity, Health & Safety, Safeguarding, GDPR, Volunteers
- Undergo such training as is identified by the Grounds Services Manager or Senior Management Team
- Undertake any other duties as reasonably requested by the Grounds Services Manager

PHYSICAL DEMANDS

Due to the nature of this role there will be elements of; display screen equipment usage, manual handling, sitting and/or standing for extended periods of time. During cover periods for the Amenities Officer walking and standing outside at Milton Road cemetery will be required.

WORKING CONDITIONS

This position is for 37 hours a week Mon – Fri and will be based primarily at the Weston-super-Mare Town Council Offices but will also include occasional offsite working (Milton Road Cemetery, Old Town Quarry).

SELECTION CRITERIA/PERSON SPECIFICATION

The successful candidate will show;

Excellent organisational skills

- A sound knowledge of Microsoft Office and a willingness to learn IT systems
- High levels of communication both written (to include email/electronic communication) and verbal
- The ability to work as part of a team
- Excellent customer service and the ability to respond to sensitive enquiries appropriately

EDUCATION, QUALIFICATION AND KNOWLEDGE

Essential

GCSE grade 4 (or equivalent) in English and Maths

Previous experience working in an administrative role

Desirable

Experience working within an operational service department.

Personal Qualities and Attributes

Essential

- The ability to remain calm under pressure
- Good interpersonal and organisational skills
- The ability to work on own initiative and as part of a team
- Good verbal communication and customer service skills
- Enthusiasm
- Good standard of written communication skills to receive and respond to written instructions and to keep written records if required.
- Smart professional appearance

- Physically fit, the ability to be able to walk around Milton Road Cemetery as required when providing Amenities Officer cover

Conditions to note

Candidates

When completing your application form please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the 7 values and behaviours.

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

Recruiting Managers

The following values and behaviours are essential criteria in each post and must be addressed directly by the candidates. The guidance notes on values and behaviours for managers give example questions to probe candidates in their interview and application stages of the recruitment process.

Values and Behaviours

Weston Town Council has identified 7 key behaviours and values (as above) that should be demonstrated by all Council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate 2 additional leadership behaviours.

Equal Opportunities

Weston-super-Mare Town Council is an Equal Opportunities employer and has an Equal Opportunities Policy with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias, irrespective of disability, race, religion or beliefs, nationality, ethnic origin, age, sexual orientation, gender or marital status.

Personnel Committee 29th October 2025

Consideration provision of a Cleaning Team

Report from the Director of Finance & Resources

1. Purpose and Background of Report

Over the past few years, the cost of cleaning the Council assets have risen sharply and the quality of cleaning across the Museum and 32 Waterloo Street has been questionable.

Taking into account the continued issues with the contractors the proposal would be to create a Cleaning Team to support this function in a more controlled way and achieve a better-quality service.

2. Financial Impact

The current contracts will be up for review in March 2026 but a cleaning provision for these contracts has been included in the 2026/2027 budget. The total cost of the proposed cleaning budget for the Council is £44,384. This includes the consumables element of the contract as well which the companies add on an additional mark up on these costs. The consumable costs can be monitored more effectively and these costs can be reduced to bring the cost of the proposal back in line with the current budget value.

STAFFING REVIEW - PROPOSAL TO CREATE A CLEANING TEAM			
Current cleaning costs by Contractor/site			
Site	frequency	Annual cost	Note
Museum	Tues - Fri (15 hours per week)	£16,528	
32 Waterloo Street	Mon - Fri (15 hours per week)	£16,430	
Old Town Quarry	Mon - Sun (20 hours per week)	£10,080	
Museum	average cost per year	£500	most consumables supplied by the site
32 Waterloo Street	average cost per year	£846	
Old Town Quarry			to be supplied by site
TOTAL COSTS		£44,384	
Staff cost of a Cleaning Team with associated costs			
Cleaning operative	Grade JG2	£14,572	
Cleaning operative	Grade JG2	£14,572	
Cleaning supervisor	Grade JG4	£18,807	
		£47,951	
	variance on cost difference	-£3,567	

3. Members are recommended to:

To approve the to incorporate a Cleaning Team proposal in the staffing structure from 1st April 2026.