



WESTON-SUPER-MARE TOWN COUNCIL  
**WESTON-SUPER-MARE TOWN COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE**  
**HELD AT 32 WATERLOO STREET**  
**ON 29<sup>TH</sup> OCTOBER 2025**

**Meeting Commenced:** 11am

**Meeting Concluded:** 12.11pm

**PRESENT:** Councillors Mark Canniford(vc), Peter Crew, Ciaran Cronnelly, Alan Peak, John Stanfield, John Crockford-Hawley, Martin Williams (s) and Caroline Reynolds(s)

**In Attendance:** Sarah Pearse -CEO/Town Clerk, Fay , Helen Morton Director of Finance & Resources-RFO and Rebecca Saunders-Civic Officer and PA to the CEO/Town Clerk.

<b>200.</b>	<b>To receive Apologies for Absence and Notification of Substitutes</b>  Apologies for absence were received from Councillor Jemma Coles who was substituted by Councillor Caroline Reynolds. Apologies for absence were received from Councillor Gillian Bute who was substituted by Councillor Martin Williams. Apologies for absence were received from Councilors and Mike Bell , Timothy Taylor and Owen James with no substitutions.
<b>201.</b>	<b>To receive Declarations of Interest</b>  There were no declarations of interest received.
<b>203.</b>	<b>To receive and approve the minutes of the previous Personnel Committee meeting held on 2<sup>nd</sup> July 2025</b> The minutes of the last meeting had been previously circulated at the meeting.  <b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Ciaran Cronnelly  A vote was taken and accordingly it was <b>carried</b> .  <b>RESOLVED:</b> That the minutes be approved and signed by the Chair as a true record of the meeting.

204.	<b>General Matters</b>  None to be considered
205.	<b>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</b>  The CEO/Town Clerk explained that the current maternity cover in place to give admin support to the grounds department was due to conclude and there was demand for this role to increase to fulltime hours which had been accounted for in the budget  This role had previously been held by another member of staff who had moved internally.  <b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Ciaran Cronnelly  A vote was taken and accordingly it was <b>carried</b> .  <b>RESOLVED:</b> To approve to appoint a Grounds Services Administration Officer with immediate effect.
206.	<b>Cleaning Contract – Provision for In House Cleaners To receive the report of the Director of Finances &amp; Resources</b>  The current cleaning contract had been challenging with the standard of cleaning not at an acceptable level.  Bringing the cleaning requirements to an in house team had been explored to enable more control over the cleaning standard, initial enquiries made showed that there would be an additional cost of £3k for the first year.  A member enquired if it would be achievable to cut that additional cost to bring in line with current contract cost.  It was felt that would be achievable with Councilor Martin Williams offering to supply free training to the new team and the team being overseen by the senior customer services officer who had capacity to do this.  <b>PROPOSED BY:</b> Councillor Mark Canniford <b>SECONDED BY:</b> Councillor Peter Crew  A vote was taken and accordingly it was <b>carried</b> .  <b>RESOLVED:</b> Pending no additional cost to current cleaning contract cost to approve to incorporate a Cleaning Team proposal in the staffing structure from 1st April 2026.
207	<i>A vote was taken and it was agreed:</i>  <i>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>

	<p><b><u>Personnel Matters</u></b></p> <p><i>Minute numbers 208- 212 are not available, due to the confidential nature, as indicated on the agenda and resolved at the meeting.</i></p> <p><i>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></p>
	<p>There being no further business the meeting concluded at 12.11 pm</p> <p>Signed.....Dated.....</p> <p>Chair of the Personnel Committee</p>