

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 13 NOVEMBER 2025**

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**PRESENT:** Councillors Chowns, Harvey (Chairman), Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R223. APOLOGIES FOR ABSENCE**

None received.

**R224. DECLARATIONS OF INTEREST**

None received.

**R225. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 23  
OCTOBER 2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held  
on 13 November 2025 be approved and signed as a correct  
record.**

**R226. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Resources Committee is  
scheduled for 4 December 2025.**

**R227. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with section 1(2) of the Public Bodies  
(Admission to Meetings) Act 1960, in view of the confidential nature  
of the business about to be transacted, it is advisable in the public  
interest that the press and public are excluded from the remainder  
of the meeting.**

**R228. STAFFING MATTERS**

Members raised concerns in respect of the cover that had been  
provided in respect of the Saturday market set up and take down whilst  
the Maintenance Operative had been on annual leave. They thanked  
the member of staff for their undertaking but recognised that an  
alternative solution needs to be found for the future. They raised concerns

over the safe operations and manual handling being undertaken and asked that officers find a solution to this issue ahead of it reoccurring.

Members were provided with an update and anticipated timeline in respect of the staff review. They were advised that the final draft of the report had been received from Adam Kepple-Green and that it was now with the Clerk to review and provide an overview of the findings of the staff review.

- 1. That the Council's congratulations be passed onto all staff in respect of the recent training results.**
- 2. That staff who have completed the Excel training course be encouraged to think about how they can use what they have learnt and what aspects of the course they can make use of in their roles.**
- 3. That officers investigate transferring the Rialtas financial reports into excel spreadsheets to assist with reading and understanding the reports.**
- 4. That the information in relation to recent staff absences be received and noted.**
- 5. That officers find a solution in respect of cover for the Maintenance Operative when he is on annual leave with regard the set up and take down of the Saturday market.**
- 6. That the information in respect of officer TOIL be received and noted.**
- 6. That the anticipated timeline for the staff review be noted as follows:**
  - i. November/December 2025 - Clerk to review final draft of staff review report and provide a report to a meeting of the Resources Committee – Support to be provided by Hoople**
  - ii. 22 January 2026 – Clerk's report to an extraordinary meeting of the Resources Committee with the intention of making a recommendation to Full Council at their meeting on 29 January 2026**
  - iii. 29 January 2026 – Recommendations from Resources Committee to enter into a consultation period with staff with effect from 30 January 2026**
  - iv. 30 January 2026 – Three month consultation period commences**

7. That a recommendation be made to Full Council at its meeting on 13 November 2025 that £5,000 be made available from within budget line 220/4590 – Professional services, for costs associated with the provision of HR support and advice to the Clerk in respect of the Staff Review.
8. That the Clerk provide regular updates on the expenditure in respect of the HR support and advice in respect of the staff review, noting that should there be evidence indicating that the approved funds are likely to be insufficient, a timely application for additional funds will be made via Resources Committee to Council.

The meeting ended at 6.42 pm

Signed ..... Dated .....