MINUTES OF A MEETING OF THE EXTRAORDINARY RESOURCES COMMITTEE
HELD ON 29 JULY 2026

PRESENT: Councillors Chowns, Hamblin, Harvey (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

R380. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Eakin.

R381. **DECLARATIONS OF INTEREST**

None received

R382. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JULY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the Resources meeting held on 16 July 2026 be approved and signed as a correct record, subject to the following amendments:

1. **Councillor Chowns had tendered his apologies for this meeting, therefore the minutes to be amended to show that he was not present and that he had submitted his apologies.**

2. **Minute no 379 – that the date of the meeting recorded as Wednesday, 28 July should have been Wednesday, 29 July.**

R383. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 3 September 2026.

R384. **CHANGE TO AGENDA ORDER**

The Chair proposed that agenda items 7 & 8 be brought forward to be considered ahead of the staff review outcome.

RESOLVED:

That agenda items 7 & 8 be brought forward.

R385. **TO GIVE CONSIDERATION TO REQUEST FROM POST HOLDER 53**

RESOLVED:

That the request from Post Holder 53 be declined.

R386. **TO CONSIDER A REQUEST FROM POST HOLDER 50**

RESOLVED:

1. **That Members approve the request from Post Holder 50 to amend their working hours and working pattern, subject to the condition that the post holder's normal place of work will be the Council's offices and that any homeworking arrangements afforded to the post holder previously will cease. Members are also asked to note that the revised working arrangements will reduce the post holder's contractual hours from 30 to 28 hours per week.**

2. **That Members approve the request that the revised working pattern for Post Holder 50 with take effect on a trial basis from 17 August 2026 and will be:**

   Monday and Tuesday: 9.00 am to 4.00 pm (including a 30-minute unpaid lunch break)
Wednesday to Friday: 9.00 am to 2.00 pm

3. **That the new working hours trial will be reviewed after 6 months and consideration given to the appropriate permanent arrangement.**

R387. **TO GIVE CONSIDERATION TO AND MAKE RECOMMENDATONS TO FUL COUUNCIL IN RESPECT OF THE OUTCOME OF THE STAFF REVIEW**

Members asked to give consideration to information provided within the report prepared by the Chair of the Council in respect of the end of staff consultation and the outcome of the process and make recommendations to Full Council.

Councillor Chowns asked that his personal appreciation of the fact that Councillor Harvey had led the staff review, particularly noting that Councillor Harvey had been considerably unwell during that period.

Councillor Morris asked whether the outcome of the staff review had been costed by Council. Councillor Harvey reminded Members that a costing exercise had been carried out during the 2026/27 budget setting process for any new posts that might be considered through the staff review and that funds had been allocated within the 2026/27 budget and also considered in respect of the 2027/28 budget.

Following detailed discussion, it was agreed that the following recommendations be submitted to an extraordinary meeting of Council scheduled for 6 August 2026.

RRECOMMENDATIONS

That Full Council approve the following:

1. **The new staff structure, job descriptions, pay spans and staff mapping – as detailed Appendices 3,4 & 5 to the report be approved for implementation with effect from 10 August 2026.**

2. **The Clerk be delegated to implement all actions necessary associated with implementation of the new staff structure that ae commensurate with her role as Head of Paid Service and Responsible Finance Officer to the Council.**

3. **A review of workload, working days and core hours for the Operations Manager be undertaken by the Resources Committee after 6 months.**

4. **The current working hours of staff member 53 be protected at 35-hrs/week for the period of 6 months from 10 August 2026, and for these hours then to revert to the assessed hours for the role of Operations Manager, being 30-hrs/week from that point onwards. If 30 hours are not seen as a suitable alternative for Post Holder 53, they will be entitled to redundancy.**

5. **That it be noted that the additional costs associated with the protection of staff hours of £3,771.44 (includes employer on costs) are covered within the 2026/27 budget.**

In addition to the above recommendations, Members agreed the following resolutions.

RESOLVED:

1. **In order to better understand the resource loading of staff in bedding in and operating the new staff structure, and to inform any decision as regards bringing forward the recruitment of the Tourism and Markets Project Manager, it is proposed that the Resources Committee supports the following actions:**

1.1 That all staff complete timesheets on an ongoing basis, to record their daily activities so that workload can be evaluated and monitored against job descriptions and evolving council priorities.

1.2 That Committee Chairs review the work programmes of their respective committees with the Clerk by the end of August to confirm existing priorities and future ambitions/service changes.

1.3 That the Clerk provide a resourcing report by end of September identifying staff annual utilization figures, and existing commitment against planned and core activities in their job descriptions. This report should include a forecast of time available and committed over the next 18 months so that scope to undertake expanded and new activities can be evaluated.

1.4 That the Clerk provides an assessment of the staff and other resources necessary to implement recent motions on markets expansion and business support in the timeframes already agreed and provides an estimate of the additional resources required to deliver the TEMAP recommendations not already in hand to inform the requested resourcing report.

1.5 The Resources Committee consider whether changes are needed to the agreed phasing of the implementation of the new staff structure and any cost implications in October 2026, informed by the reports and actions listed above.

1.6 That the Clerk provides information to Council in respect of salary costs for the future years.

The meeting ended at 19:29.

Signed **Dated 3 September 2026**