

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 21 JANUARY 2026**

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PRESENT: Councillors Chowns, Harvey (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

**R324. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hughes.

**R325. DECLARATIONS OF INTEREST**

None received.

**R326. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 DECEMBER 2025**

**RESOLVED:**

That the minutes of the meeting of Resources held on 4 December 2025 be approved and signed as a correct record.

**R327. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Resources Committee is scheduled for 19 February 2026.

**R328. 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.**

**R329. TRAINING REQUEST FROM POST HOLDER 50**

Members considered a request from Post Holder 50 for funding in respect of PRINCE2 Project Management Course.

## **RECOMMENDATION:**

- 1. That Full Council be asked to support the request from Post Holder 50 to undertake PRINCE2 Foundation and Practitioner (E-Learning) at a cost of £1,335, which includes the following:**

- Course Materials**
- Pre-course reading**
- Foundation and Practitioner exams**
- E-book manual**
- 12 month's access to course materials**
- Hard copy manual**

**The Post Holder had asked the Council to consider covering the cost of insurance for exam resits, however members of the Resources Committee felt that the Post Holder should cover this cost rather than the Council.**

- 2. That any project management projects be planned out with the Post Holder and their Line Manager ahead of the commencement of the course work.**
- 3. That the Post Holder be advised that the start of the course would be delayed until the 2026/27 financial year and that consideration should be given to the post holder's agreed responsibilities and commitments within the next 12 months to ensure the Post Holder has time to complete the course.**
- 4. That the Post Holder be advised that she would be expected to undertake the course work in her own time as well as allocated time as agreed with her line manager taking into account the operational needs of the Council.**

R330.

## **STAFFING REVIEW - DRAFT OPTIONS REPORT**

Members of the Resources Committee had met previously informally to consider the Staffing Report provided by Local Council Consultancy (LCC) and been advised that the Clerk had been asked to provide a draft report outlining the options available to the Council in respect of the Staffing Review.

The Chair thanked the Clerk for the thought and effort that had gone into taking the information provided within the LCC report and putting forward a proposal that reflects the needs of the Council, whilst looking to minimise cost and risk in taking it forward.

The Clerk provided an overview of her report which had been drawn up in line with a Statement of Requirement provided by the Chair and Deputy Chair of the Council following a meeting with Hoople. Members felt that the options within the report provided scope for the Council to phase staff changes/recruitment, whilst also offering opportunities for skills transfers to current staff through the potential use of temporary fixed term roles.

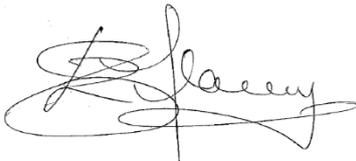
It was agreed that the proposals provided by the Clerk were pragmatic and risk managed and that subject to amendments proposed at this meeting and any further comments received from Hoople the clerk be asked to prepare a presentation for the briefing of the staff review for a meeting on 12 February 2026.

**RESOLVED:**

1. That the Clerk provide a presentation of the content of her report to a meeting of Councillors to be held on 5 February 2026.
2. That the presentation includes a copy of the current staff structure.
3. That the following meetings be arranged to consider the staff review and budget:  
  
5 February 2026 – budget briefing  
12 February 2026 – staff review briefing with presentation  
19 February 2026 – Scheduled council meeting – to agree budget  
EO Meeting of Council to be arranged for consideration of staff review
4. That a draft of the budget, to include the estimated cost of the phased implementation of the clerk's recommendations, be shared with Members of the Resources, as Chairs of Standing Committees, to allow them to feed back prior to the draft being shared with all councillors for the briefing on 12 January 2026.

The meeting ended at 7.04 pm

Signed:



Dated: 12 March 2026