



Wednesday 18th September 2024
The Trinity Centre
6:15pm

Present

Cllrs Cooper, Millichope, Parkin, Pears and S Ward.

In Attendance

Olive O'Sullivan—Chief Executive Officer (CEO) and Mary Watkins-Head of Finance

There were no press or public present.

9 Apologies of Absence

The CEO reported apologies received from Cllr Puri.

Resolved to accept the apologies received.

10 Declarations of Interest

No declarations of interest were made.

11 Exclusion of the Press and Public

Resolved that due to the confidential nature of the business of item 16 under the Public Bodies (Admission to Meetings) Act 1960 s3, all members of the public and press will be excluded during discussion of this item.

12 Minutes of Previous Meeting

Resolved to confirm and sign the minutes of the Human Resources Sub-Committee held on 9th July 2024.

13 Update on Recruitment

The CEO was pleased to announce that the recent recruitment phase had been very successful. Candidates had been appointed to the Head of Regeneration & Sustainability and Head of Open Spaces & Environment roles and they would both be in post over the next couple of months. Both posts had been recruited via a recruitment agency, they had targeted potential candidates and attracted a wide range of applicants.

The Town Council also advertised an Allotments and Greenspace Officer role, interviews for this role took place this week and a preferred candidate with a wealth of knowledge and experience was selected.

Cllr Parkin asked if successful recruitment would reduce the Town Council's spend on consultants. The CEO responded that it may reduce some consultants' costs but there would be a transition period.



14 Review of Staffing Structure

The CEO asked Sub-Committee to consider creating an additional Project Manager Events & Communications post. This would be a full-time post to sit alongside the existing two full-time Project Managers and would address the need for more communications from the Town Council. The CEO confirmed that this post could be funded in the existing 2024/25 Salaries budget.

Members spoke in support of creating an additional post.

Resolved to recommend to Strategy and Resources that an additional full-time permanent post be created for a Project Manager Events & Communications.

15 Chief Executive Officer Update

Cllr Ward asked the CEO to prioritise ensuring that the Town Council office accommodation is sufficient for the growing staff establishment.

16 Exclusion of the Press and Public

The following agenda item, subject to agenda item 11 will most likely be heard with the Public and Press excluded.

a) Review of Consultants

Resolved that Sub-Committee recommend to Strategy and Resources Committee that Andrew Tucker, PJA, Clarity NS, Trevor Askew, ASkills and Changepoint Solutions continue to provide consultancy services to the Town Council, as needed, for the next 12 months.

The meeting closed at 6:52pm.

Signed as a true record

16th September 2026