

SHREWSBURY TOWN COUNCIL
JOINT CONSULTATIVE COMMITTEE
MEETING HELD AT LIVESEY HOUSE, 7 ST JOHNS HILL
ON 1st OCTOBER 2025

PRESENT

Councillors	Alan Mosley, Rob Wilson, Alex Wagner (Chair), & Adam Fejfer
Staff	Adam Clifford, Andy Hall, Amy Jones, Chris Kane, Sally Nicholson, and Ian Thorpe
Union	Not in attendance

IN ATTENDANCE

Clare Turner (Deputy Town Clerk), Stuart Farmer (Head of Operations – Infrastructure and Amenities) and Andy Watkin (Head of Resources)

12/25 APOLOGIES

RESOLVED:

That no apologies were received.

13/25 DECLARATIONS OF INTEREST

Those twin-hatted Councillors declared an interest in Shropshire Council.

Andy Hall declared an interest in Shropshire Council, and it was confirmed he was attending the meeting as a member of staff for Shrewsbury Town Council.

14/25 MINUTES OF THE PREVIOUS MEETING

The Notes of the meeting held on 2nd July 2025 had been circulated prior to the meeting and were agreed as an accurate record of proceedings.

RESOLVED:

That the Minutes of the Joint Consultative Committee held on 2nd July 2025 be agreed as a correct record.

15/25 MATTERS ARISING

i. General Organisational Staff Update meeting date November 2025

The Deputy Town Clerk provided the committee with an update regarding the confirmed date of the first General Organisational Staff Update meeting to take place on Tuesday 4th November 2025. This is following the recommendations from the JCC at the meeting on 2nd July 2025.

The agenda / outline for this meeting to be;

- Update from Town Clerk
- Update from Deputy Town Clerk
- Update from Operations Manager – Horticulture
- Update from Operations Manager – Infrastructure & Amenities
- Update from Head of Resources – Finances
- Update from Commercial, Markets & Events Manager – STC Events for 2026
- Myth Busting
- Any Questions from Raised by Staff

ii. Drug and Alcohol Policy Drafting

The Deputy Town Clerk informed the committee this policy was being updated as a draft to include testing of employees. It was confirmed that this draft would be presented at the next JCC meeting following consultation with staff and unions.

iii. Review of Code of Conduct Ongoing

The Deputy Town Clerk informed the committee this work was on-going. The main aim of this piece of work was to ensure that policies and procedures used by the organisation were linked where required. Once this piece of work is completed it would be presented to the JCC for review.

iv. Action Plan update from Organisational Review August 2023

Cllr A Moseley requested the report and action plan from the organisational review completed in August 2023 be circulated to the JCC Committee. It was discussed that the report, its findings and the action plan to be revisited by the Personnel Committee. The Deputy Town Clerk confirmed she would take this action forward and report back to the JCC Committee.

RESOLVED:

That committee noted the updates provided and the actions for the Deputy Town Clerk.

16/25 ITEMS RAISED BY THE COUNCIL

(iv) Health & Safety

The Deputy Town Clerk reported that work was being completed to review the H&S policies, procedures and processes throughout the whole organisation. It was confirmed that the organisation would be starting with Fire Risk Assessments and would be working with WorkNest Fire on completing this work to ensure that the organisation met the required legislation including the latest update.

There were no H&S items reported by the committee.

(v) Staff Events

a. Pub Club

The committee discussed the restart of Pub Club and asked for one to be put in the diary before Christmas. The Deputy Town Clerk agreed to make these arrangements and inform all members of staff of the date.

The Deputy Town Clerk was asked to provide a social calendar for future Pub Club events in various locations.

The committee debated creating a list and ideas for staff events to be collated from all staff members.

b. Bloom – Staff Thank You

The committee discussed Bloom and the possibility of having a staff 'Thank you' event after the work and judging had been completed. The committee agreed for this to be planned into the Bloom project plan for 2026.

Cllr Alex Wagner, Mayor of Shrewsbury formally thanked all staff for their contribution this year for Bloom and commented that this year's floral displays were particularly spectacular for the town.

(vi) Staff Induction for the Organisation

The Deputy Town Clerk updated the committee on the staff inductions and refresh induction for all members of staff that would be taking place during the winter months. This was to update and refresh all staff on the services provided by Shrewsbury Town Council.

The committee debated the induction and asked the Deputy Town Clerk to discuss the induction with the Stepping Up Team and obtain feedback on (a) what they would tell new starters (b) what messages they would include to new starters as part of the induction they received. The committee also asked for quotes from staff to include in the induction.

(vi) Staff Training Proposals

The Deputy Town Clerk updated the committee regarding the training proposal for all Shrewsbury Town Council staff. This training will be provided as online digital training with the meeting room at the Weeping Cross depot being provided as a training suite, 12 laptops and assistance to those who require on-line assistance.

The modules to be undertaken by staff range from a 10-minute module to up to 45 minutes depending on the subject. Some courses will form part of the Town Council's induction as well as an opportunity for individuals to expand their skills and knowledge to develop the organisation.

The Deputy Town Clerk informed that regular updates would be provided at future JCC meetings.

RESOLVED:

That committee noted the updates provided and the action for the Deputy Town Clerk.

17/25 ITEMS RAISED FROM STAFF REPRESENTATIVES

The request for a water cooler to be provided in the Greenhouse at Weeping Cross was raised. The committee debated the different options for the organisation to provide cold water for staff at all sites including costs. The Deputy Town Clerk was asked to look into the costs and maintenance of ice makers at all sites to allow staff to have ice in their drinks during the summer.

RESOLVED:

That committee noted the items raised from staff representatives and the action for the Deputy Town Clerk.

18/25 NEXT MEETING

It was noted that the date of the next meeting would be 21st January 2026