

Wellington Town Council

Town Mayor
Cllr R. Snell.



Town Clerk
Alison Hinks
Civic Offices, Larkin Way
Tan Bank, Wellington
Telford TF1 1LX
Tel: 01952 567697
Email: enquiries@wellington-shropshire.gov.uk
www.wellington-shropshire.gov.uk

POLICY & RESOURCES COMMITTEE

You are hereby summoned to attend a meeting of the Policy and Resources Committee to be held at Civic Offices on Tuesday 1 September 2026 commencing at 7.00pm.

Signed: *Alison Hinks* CEO/Town Clerk.

Date 21 August 2026

AGENDA

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest**
- 3. Approve the minutes and confidential minutes of the meeting held on Tuesday 7 July 2026**
(appendices 1 and 2)
- 4. Matters Arising from those minutes**
- 5. Finance Reports**
 - a) Agree finance report for July 2026 (appendix 3)
 - b) Agree Income and expenditure report for July 2026 (appendix 4)
 - c) Agree purchase ledger payments and reconciliation for July 2026 (appendix 5a/5b)
 - d) Agree AGAR and Notice (to be tabled)
 - e) Price increase to deliver This is Out Wellington
- 6. Policy Reviews**
 - a) To agree the new draft HR Policies for recommendation to Full Council
 - Draft Code of Conduct Policy (appendix 6)
 - Draft Disciplinary Policy (appendix 7)
 - Draft Flexible Working Policy (appendix 8)
 - Draft Maternity & Family Friendly Policy (appendix 9)
 - Draft Performance Management Policy (appendix 10)
 - Draft Resolving workplace Issues Policy (appendix 11)
 - Draft Sexual Harassment Policy (appendix 12)
 - Draft Sickness Absence Policy (appendix 13)
 - Draft Special Leave Policy (appendix 14)
 - b) To agree the Draft Volunteer and Work Experience Programme for recommendation to Full Council (appendix 15a/15b/15c/15d/15e)
 - c) Update on Policy Review (appendix 16)
- 7. Health & Safety**
 - a) Building Responsibilities for Wellington Community Library & Residents Hub and Offices (to be tabled)
- 8. Agree agenda for Full Council on Tuesday 8 September 2026** (appendix 17)
- 9. Agree date for the next meeting – Tuesday 6 October 2026 at 7pm**
- 10. Correspondence**
- 11. Consider closure of the meeting in accordance with paragraphs 2 and 3 of the Local Government Act 1972 to discuss the following items.**
 - a) Update on 12A Duke Street and 14 Duke Street
 - b) Business Need Review
 - c) Feedback from Community Grants
 - d) Probationary Review of CEO/Town Clerk

