



Minutes of Wotton-under-Edge Town Council Extra Ordinary Meeting held on Monday 30th March 2026 following Planning Committee in the Civic Centre

Present: Cllrs R Halpin (Deputy Chair), J Lewis, D Thomas, M Jeffery, B Britton-Griffiths, R Greenup, P Underwood, M Tucker, J Cordwell

In attendance: A Durn (Town Clerk), District Cllr G Kitchen

T.7737 To receive Apologies for absence

Apologies were received and accepted for Cllrs L Hewish, F Hulls, E Edwards, and from District Cllrs, C Braun, County and District Cllr L Cohen

T.7738 Declarations of Interest and requests for Dispensations

None received

T.7739 Public Forum

No comments received

T.7740 Finance

- a) It was RESOLVED to sign off the valuation certificate of payments and the approval of the invoice for the Town Hall & Chipping Hall project works
- b) It was RESOLVED to approve the payments list

T.7741 Data Protection Review

The Town Council received the report from Breakthrough Communications of the data protection review. It was RESOLVED to note the Data Map and approve the data protection and security policies, agreements, and privacy notice.

T.7742 Dissolution of Wotton-under-Edge and District Recreational Trust

The legal advice and proposal were reviewed and discussed. Any queries to be sent to the Town Clerk to send to the solicitor. The next Recreation & District Recreational Trust meeting is on 22nd April 2026.

District Cllr G Kitchen left the meeting

T.7743 EXEMPT: Prior to consideration of the following agenda items, councillors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information

T.7744 Staffing Report

The Town Clerk reported that due to the resignations, staff absence, and heavy workloads including particularly with the major projects of the new car park, Town Hall & Chipping Hall refurbishment, Symn Lane play area improvements, youth

service provision, and the closing of the 2025/26 accounts, she had had to cancel her annual leave and she requested to be able to carry over her outstanding leave into 2026/27. There followed a discussion on losing the leave, putting a deadline on taking the leave, and that it was essential that leave should be taken. Cllr Tucker stated that he had discussed the situation with the Town Clerk and the forthcoming recruitment and training of new staff on top of the workloads would mean it would continue to be difficult to take time off in the next 6 months. It was RESOLVED that the Town Clerk's outstanding leave be carried forward into 2026/27 and ideally be taken before September 2026 and to flag up to Council if it was difficult to take leave.

The meeting ended at 7.55pm

Signed:

Date: