

**NOTES FROM A MEETING OF
THE EMERGENCY DECISION MAKING GROUP
held on Wednesday 8 July 2026 at 6 pm**

Present

I Dawson
A Cherry
M Jones
L Lowton
D Mead

In Attendance

L Blake – Town Clerk

1. PURPOSE OF MEETING

The Mayor had called a meeting of the Emergency Decision Making Group to discuss the arrangements that needed to be put in place following the departure of the Council's Operations Manager, Charles Porter.

There were two main areas for discussion:

- arrangements in the short term
and
- then the longer-term recruitment process

2. OUTCOME

Following discussions:

- it was **AGREED** that the Town Clerk be delegated to make appropriate and temporary increases to staff salaries to allow current staff to cover some of the duties of the Operations Manager. This to be effective immediately.
- it was **AGREED** that in view of the urgency of the current situation and the risk to Town Council operational services of any delay, the Town Clerk working alongside the Mayor and Deputy Mayor be delegated to recruit an Operations Manager and also a Deputy Town Clerk as soon as possible. It was noted that the Chief officer at Worcestershire CALC would be asked to sit on any interview panels.
- it was **AGREED** the recruitment of the Independent Note Taker would be put on hold for the time being.

Members of the group raised the issue of the impact of the closure of the play park on Bilberry Café and whether it would be appropriate for the EDMG to agree a rent reduction in view of this.

It was **AGREED** that consideration of this matter should only take place when further financial information was available on which the group or council could base its decisions.

The meeting finished at 6.45 pm.