

AXMINSTER TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY MEETING OF THE EMPLOYMENT COMMITTEE

Held at The Guildhall on Friday, 9th January 2015 at 9.00 a.m..

PRESENT: Chairman : Town Mayor, Cllr. J.W. Walden
 Deputy Mayor, Cllr. D.R.H. Hull
 Councillors : Cllr. Mrs. S.R. Spiller.

Town Clerk
0 Members of the Press
0 Members of the Public

1. APOLOGIES : Cllrs. G.S. Godbeer, Mrs. D.J. Hull and R.W. Jordan..

2. MINUTES OF THE PREVIOUS MEETING : the minutes of the meeting held on 1st December 2014 having been approved and adopted by the Town Council were signed by the Chairman.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING: It was agreed that it would be prudent to identify a small pool of suitably qualified individuals who might be prepared to step in at short notice to provide additional clerical cover on an ad hoc basis should this prove necessary.

5. STAFFING REQUIREMENTS FOR NEXT FINANCIAL YEAR: Cllr. Mrs. Spiller said that she was aware that there were certain times of year when the workload of the Cemetery Caretaker was particularly onerous. She said that spring and early autumn, when the weather was often warm and damp meant that the grass grew rapidly and frequent cuts were needed. It was felt that there were other works which needed attention either on a scheduled basis, such as treatment of seats and noticeboards, or on an "emergency basis" such as repairs to broken hinges. In addition there were general tasks around the town such as planting of the flower beds and general keeping down of weeds which needed to be done in the interests of civic pride.

The Town Mayor suggested that a basic contract of 20 hours per week with the option of additional hours in summer or as needed might be appropriate. He asked the Town Clerk to make enquiries of other Councils regarding their employment of a town handy man.

The Town Mayor then said that a clerical officer was needed to cover the bookings and other administrative needs for Pippins Community Centre, for which the Town Council had assumed short term responsibility recently. An allowance of £6000 had been made for this in the budget. He suggested that about 8 hours work per week might be needed initially with an option for this to be increased if necessary.

Cllr Walden, seconded by Cllr. D.R.H. Hull, proposed that both these posts be created and that, subject to that being approved by the Town Council job specifications be prepared and the posts advertised. Agreed.

6. IMPLEMENTATION OF NATIONAL SALARY AWARDS: Cllr. Walden, seconded by Cllr. Mrs. Spiller, proposed that the recommendations be accepted and applied to all Town Council staff. Agreed.

Signed Date