

AXMINSTER TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY MEETING OF THE EMPLOYMENT COMMITTEE

Held at The Guildhall on Tuesday, 13th October 2015 at 4.00 p.m..

PRESENT: Chairman : Town Mayor, Cllr. D.R.H. Hull
 Deputy Mayor, Cllr. G.S. Godbeer
 Councillor : Cllrs. Mrs. D.J. Hull

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

1. APOLOGIES ; Cllr. P.G. Hayward ,Cllr. Mrs. Spiller and J.W. Walden .

2. MINUTES OF THE PREVIOUS MEETINGS: the minutes of the meetings held on 26th August and 24th September 2015 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: None.

Cllr. Godbeer proposed that under the provisions of the Public Bodies (Admission to Meetings) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted Cllr. Mrs. Hull seconded the proposal. Carried.

5 .PREPARATION OF JOB AND PERSON SPECIFICATION FOR POST OF RESPONSIBLE FINANCIAL OFFICER AND ASSISTANT TOWN CLERK AND ADVERTISING THEREOF: Specifications and advertisements for similar posts had been obtained and the content and format was discussed.

It was agreed that the post would be for 24 hours per week, Mondays to Thursdays.

As the post would incur different responsibilities from the previous post, a check will be made with Devon Association of Local Councils regarding the appropriate scale point and salary.

It was agreed that the post be advertised in the two local papers, with Devon Association of Local Councils and with Western Morning News and Western Gazette.

Recruitment packs setting out the details will be prepared and sent to applicants.

Signed Date