

AXMINSTER TOWN COUNCIL

MINUTES OF THE EXTRA-ORDINARY MEETING OF THE EMPLOYMENT COMMITTEE

Held at The Guildhall on Wednesday 26th August 2015 at 5.00 p.m..

PRESENT: Chairman : Town Mayor, Cllr. D.R.H. Hull
 Deputy Mayor, Cllr. G.S. Godbeer
 Councillors : Cllrs. P.G. Hayward, Mrs. D.J. Hull and Mrs. S.R. Spiller,

Town Clerk
In Attendance Cllr. Miss Raymond
0 Members of the Press
0 Members of the Public

1. APOLOGIES : Cllr. Walden.

2. MINUTES OF THE PREVIOUS MEETING : the minutes of the meeting held on 9th January 2015 having been approved and adopted by the Town Council were signed by the Chairman.

3. PUBLIC FORUM: Cllr. Miss Raymond asked that at the next meeting of the Town Council a motion be placed on the agenda that she be appointed to the Employment Committee following her having stood down from the Old Courthouse Committee. Cllr. Hayward said that there might be other Councillors who might wish to join the Committee. It was agreed that the matter be put on the agenda for the September meeting of the Town Council.

4. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING: Cllr. Mrs. Spiller asked whether the matter of the Town Handy Person and a Clerk for the Pippins Committee were to be discussed at the present meeting. The Town Clerk said that these matters would be discussed at a later meeting

The Deputy Mayor 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. Spiller seconded the proposal. Carried.

5. STAFFING SITUATION: a letter had been received from the Deputy Town Clerk tendering her notice with effect from the end of September.

The Town Mayor said that there was a need to address the short to medium term situation by seeking a temporary administrative assistant and to then to consider the longer term situation. This might involve advertising for a Finance Officer or a Deputy Clerk and the matter needed to be given more thought and a job specification prepared and presented to the Committee.

a) Short Term Measures

Cllr. Hayward commended the assistance which could be obtained from organisations such as the Devon Association of Local Councils. Cllr. Mrs. Spiller said that in similar circumstances previously it had been possible to get help locally through D.A.L.C. or by advertising.

The Town Clerk said that if it were possible to source someone suitable as soon as possible then they could come into the office for a couple of weeks and be trained up by the Deputy Clerk in readiness for when she stood down. It was agreed that this would be done and that the temporary post be advertised. The Mayor, Deputy Mayor and Cllr. Mrs. Spiller and the Town Clerk would comprise the interview panel. It was thought that the post would be for at least three months.

b) Long Term Measures – Cllr. Mrs. Spiller said that the skills sought in the permanent appointee should be strong office skills, computer skills, and financial skills including experience in doing wages. She said that the nature of Council work had changed dramatically and increased. She thought that the position might be slightly different from that which had been needed 5 years ago. Cllr. Godbeer said that it was an opportunity to rationalise the various roles which had to be undertaken.

The Town Clerk said that templates were available from various professional bodies for positions such as Town Clerk, Responsible Financial Officer, etc.

It was agreed that a working party to look at the requirements be appointed. It was agreed that this be the Mayor, Deputy Mayor and Town Clerk.

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Signed Date