

AXMINSTER TOWN COUNCIL

MINUTES OF AN EXTRA-ORDINARY VIRTUAL MEETING OF THE EMPLOYMENT COMMITTEE

Held at 7.30 p.m. on Monday, 18th January 2021.

PRESENT: Cllrs. A.G. Sedgewick (Deputy Mayor, Chairman), J.J. Farrow (Mayor) and Mrs. S.L.N. Leat.

Town Clerk

0 Members of the Press 0 Members of the Public

1. APOLOGIES: M.D.G. Spurway and J.W. Walden.
2. DECLARATIONS OF INTEREST: CLLRS. DOHERTY, FARROW, MRS. LEAT, MRS. SEDGEWICK AND SPURWAY EACH DECLARED PERSONAL INTERESTS AS BEING MEMBERS OF THE AXMINSTER GUILDHALL MANAGEMENT COMMITTEE IN RESPECT OF ANY ITEMS RELATING TO THE GUILDHALL.

CLLR. FARROW DECLARED AN INTEREST AS BEING A MEMBER OF AXMINSTER TWINNING ASSOCIATION AND A GOVERNOR OF AXMINSTER COMMUNITY PRIMARY ACADEMY AND AS A JOINT TENANT OF A TOWN COUNCIL ALLOTMENT AT WOODBURY PARK ALLOTMENTS
3. MINUTES OF PREVIOUS MEETINGS: these had not yet been approved by the Town Council. Cllr. Sedgewick said that this was most unsatisfactory and should be addressed as a matter of urgency. Cllr. Farrow, seconded by Cllr. Sedgewick, proposed that she, Cllr. Sedgewick and the Town Clerk have a meeting to sort out the problem. Agreed. It was agreed that the available minutes be emailed to Councillors within three days.
4. PUBLIC FORUM: None.
5. COVID 19 SITUATION: There were no Government announcements which would require any changes. The Town Clerk asked for one matter to be referred into committee, which was agreed.
6. MATTERS OF URGENCY: None.

Cllr. Farrow 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. Leat seconded the proposal. Agreed.

7. COVID 19 SITUATION: The Town Clerk informed Councillors of revised arrangements for the Outdoor Staff. This will be re-enforced in writing. Signage within the Guildhall for all users will be updated. Councillors will raise COVID 19 concerns at the Guildhall Management Committee.
8. DRAFT POLICY – ATTENDANCE MANAGEMENT POLICY: No comments had been received following circulation of the document discussed at the November meeting as amended.
9. DRAFT POLICY – PERFORMANCE MANAGEMENT AND APPRAISAL POLICY: No comments had been received following circulation of the document discussed at the November meeting as amended.
10. DRAFT POLICY – STAFF SELF-REVIEW TEMPLATE: Councillors were content with this format.
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11. DRAFT POLICY – PERFORMANCE IMPROVEMENT POLICY: No comments had been received following circulation of the document discussed at the November meeting as amended.

Cllr. Sedgewick, seconded by Cllr. Farrow that the above policies and template be tabled for approval by the full Town Council on 8th February 2021. Agreed.

12. DRAFT POLICY – STAFF CODE OF CONDUCT: All felt that this needed further work, to include use of the work “must” rather than “should” wherever this was necessary and to ensure compatibility with General Data

Protection Regulations.

13. STAFF OVERTIME: Cllr. Sedgewick expressed concern that £35,000 had been included in the budget for overtime. Cllr. Sedgewick, seconded by Cllr. Leat proposed that the Deputy Clerk be asked to reduce this figure to £10,000 prior to finalization of the budget. Agreed.

Signed Date