

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Locum Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
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Axminster Town Council

Minutes of the meeting of the Employment Committee meeting.

APPROVED at a meeting of the Employment Committee held 15/2/2022 (Part ONE – redacted minutes)

Held on Friday 4th February 2022 at 7.00 pm in Axminster Guildhall, Churchill Room.

Present: Cllrs. Sedgewick (AS) (Chair), Birnie (SBi), Farrow (JF), Paice (EP), Spurway (MS) and Walden (JW).

Locum Town Clerk, Paul Hayward (PH) was present via Zoom “online” link.

Part One (Open) session of this meeting was audio recorded and this recording will be available for one year from the date of the meeting upon request.

No members of the public were in attendance.

Public Forum session.

No members of the public present. Chair closed the Public Forum session at 7.05pm

EC 22/016

To note members of committee present:

Attendance at meeting shown above.

EC 22/017

To note and, if thought fit, to approve apologies for absence:

Cllr. Holt (SH). Conflicting engagement.

Cllr. Mynard (MM). Pre-existing health condition.

Absences noted and approval of reasons proposed from the Chair. Resolved unanimously.

EC 22/018

To note members of committee not otherwise present and to receive any other apologies for absence:

None.

EC 22/019

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded:

This does not preclude the need for members to declare any additional interests that may arise during this meeting.

None declared.

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EC 22/020

To consider the minutes of the Employment Committee meeting held on 27th January 2022 and to approve if thought fit; to consider any matters arising from those minutes:

*It was proposed by Chair, seconded by JF, that the minutes of that meeting be approved.
Resolved unanimously.*

Chair signed the minutes as a true record of that meeting.

EC 22/021

To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to meetings) Act 1960:

*It was proposed by Chair, seconded by JF, that agenda item EC22/022 be considered in Part Two (confidential session) as the business related to an employee matter.
Resolved unanimously.*

EC 22/022

To consider proposed variation of Contract of Employment for Locum Town Clerk to extend the period of the Locum Employment Contract until the 30th April 2022 in light of ongoing staffing and operational circumstances:

This item will be considered below.

EC 22/023

**To consider any matters considered as urgent by presiding Chair for discussion only.
No matters of urgency raised or discussed.**

JF 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. JW seconded the proposal.
Resolved.

Part One audio recording was stopped. Meeting moved into Part Two session.

Chair read a short statement highlighting members obligations and responsibilities as set out in Council's adopted Code of Conduct policy relating to the discussion of confidential material and the relevant legislation as contained within the Localism Act 2011

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EC 22/024 (IC)

To consider matter pertaining to former employee of the Town Council:

This was matter was considered in Part Two session and a recommendation relating to confidential employment matters (to be considered by FULL Council) was proposed by Chair, seconded by JW. Resolved unanimously.

EC 22/025 (IC)

To consider report received from Local Council Consultant, James Corrigan, who was commissioned to undertake a review and assessment of the Council's employment needs, and structure, and to make recommendations to Council as to improvements.

This was matter was considered in Part Two session and a recommendation relating to confidential employment matters and future recruitment (to be considered by FULL Council) was proposed by Chair, seconded by JW. Resolved unanimously.

EC 22/022 (IC) (*deferred from Part One above*)

To consider proposed variation of Contract of Employment for Locum Town Clerk to extend the period of the Locum Employment Contract until the 30th April 2022 in light of ongoing staffing and operational circumstances:

The LTC left the meeting at this point.

This was matter was considered in Part Two session and a recommendation relating to confidential employment matters (to be considered by FULL Council) was proposed by JF, seconded by Chair. Resolved unanimously.

With no further business to attend to, the Chair closed the meeting at 8.55pm.

Signed Date: 15th February 2022