

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
WEST STREET
AXMINSTER
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EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council

Minutes of the meeting of the Employment Committee meeting.

Minutes approved at the Employment Committee meeting held 21st March 2022;
Part ONE redacted version

Held on Tuesday 15th February 2022 at 7.00 pm in Axminster Guildhall, Churchill Room.

Present: Cllrs. Sedgewick (AS) (Chair), Holt (SH) (Vice-Chair), Farrow (JF), Paice (EP), Spurway (MS) and Walden (JW). **Meeting was therefore quorate (Standing Orders apply).**
Locum Town Clerk, Paul Hayward (PH).

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 22/026

To note members of committee present:

Attendance at meeting shown above.

EC 22/027

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

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

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

EC 22/028

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

Cllr. Birnie. Noted.

EC 22/029

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 22/030

To consider the minutes of the Employment Committee meeting held on 4th February 2022 and to approve if thought fit; to consider any matters arising from those minutes:

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

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

EC 22/031

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:

None other than that already listed for consideration in Part Two.

EC 22/032

To consider any matters considered as urgent by presiding Chair for discussion only.

Chair proposed that the continuation of a previous discussion (EC22/025IC) regarding the proposed recruitment of a replacement Town Clerk/RFO be deferred into Part Two in light of the confidential employment subject to be discussed. Resolved unanimously.

SH 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. MS seconded the proposal. Resolved.

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

Continued overleaf.

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Part TWO session of the Employment Committee meeting held 15th February 2022.

EC22/032 (IC)

To consider matters pertaining to the recruitment of the replacement Town Clerk/RFO as outlined in the recent approved benchmarking report from the independent Local Government consultant (see previous minutes EC22/025(IC)):

This matter was considered in Part Two session and a recommendation made in relation to the recruitment of the Clerk/RFO role, the terms and specification of the role and the remuneration to be offered. Proposal was put forward by Chair, seconded by JW. Resolved.

EC 22/033 (IC)

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

This matter was considered in Part Two session and the recommendations of the FULL Council meeting held 14/02/2022 were considered and noted.

EC 22/034 (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.

Chair proposed that all additional administrative recruitment be placed on hold until the role of the Town Clerk/RFO had been completed and the successful candidate was in post. Seconded by JF. Resolved.

EC22/35 (IC)

To consider recruitment of a Town Cemetery Custodian and Grounds Maintenance Operative; to agree principle of post recruitment and agree specification and scope of the proposed role:

This matter was considered in Part Two session and a recommendation made in relation to the recruitment of the Cemetery Custodian/Groundskeeper role, the terms and specification of the role and the remuneration to be offered. Proposal was put forward by JF, seconded by the Chair. Resolved.

Continued overleaf.

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EC22/36 (IC)

To consider request from Axe Valley Academy for a work experience placement; to consider implications of said placement in terms of safeguarding and administrative workload:

JW declared a personal interest as a Governor of the AVCC. Noted.

It was proposed that the request be declined at the current time to the lack of staff resource within the administrative team, with a belief that any such work experience placement would not currently provide a meaningful and beneficial experience for any student. Council wishes, however, to convey to the Academy that it was supportive of the "principle" of work experience placements and would be happy to consider such in the future when recruitment issues had been resolved. Similarly, the future principle of apprenticeships.

Proposed by JW, seconded by JF. Resolved unanimously.

With no further business to deal with, the Chair closed the meeting at 9.00pm.

Signed

Date

21st March 2022