

# Axminster Town Council

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

Mayor: Cllr Jill Farrow  
Town Clerk: Paul Hayward

[www.axminstertowncouncil.gov.uk](http://www.axminstertowncouncil.gov.uk)



THE GUILDHALL  
WEST STREET  
AXMINSTER  
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## Axminster Town Council: Minutes of the meeting of the Employment Committee

**MINUTES APPROVED 21<sup>st</sup> June 2022; Part ONE version (redacted).**

Held in person on Tuesday 17<sup>th</sup> May 2022 at 7.30 p.m.

Members present as listed below, together with Clerk to the Council, Paul Hayward.

*Chair welcomed all in attendance. Chair highlighted the building fire precautions and alerted those present to the fire exits. Chair also reminded those present of their personal obligations in relation to the ongoing CV19 situation and health guidance in that regard.*

### Public Forum session.

No public speakers present.

Chair closed the Public Forum session at 7.35pm

### Part ONE business.

#### EC22/062

**To elect a Chair of the Employment Committee for the next year.**

Cllr. Holt (as Vice-Chair) took the Chair at this point.

**Cllr. Farrow proposed that Cllr. Sedgewick be re-elected as Chair of this Committee.**

**Seconded by Cllr. Walden. Resolved with 6 votes for, 0 against, 1 abstention (AS).**

Cllr. Sedgewick was therefore re-elected as Chair of the Employment Committee.

Cllr. Sedgewick thanked members for their support. Cllr. Farrow thanked AS for her work as Chair over the last term, a view echoed by Cllr. Holt.

#### EC22/063

**To elect a Vice-chair of the Employment Committee for the next year.**

**Cllr. Steadman proposed that Cllr. Holt be re-elected as Vice-chair of this Committee.**

**Seconded by Cllr. Walden. Resolved with 6 votes for, 0 against, 1 abstention (SH).**

Cllr. Holt was therefore re-elected as Vice-chair of the Employment Committee.

#### EC22/064

**To note members of the Employment Committee present at the meeting:**

Present: Cllrs. Sedgewick (Chair), Holt (Vice-Chair), Birnie, Farrow, Spurway, Steadman and Walden. **(Meeting was quorate)**

*Continued overleaf.*

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## EC22/065

**To receive and, if thought fit, to note the absence and to approve the reasons given for the absence: (LGA 1972 s.85(1))**

Apologies: Cllr Paice (Family Commitments) – absence noted and reason for absence **proposed for approval by Chair, seconded by Cllr. Farrow. Resolved unanimously.**

## EC22/066

**To note members of the committee who are neither present nor have given their apologies for absence:**

Not present: Cllr Mynard. Noted.

Chair asked Clerk to contact Cllr. Mynard to ask if he still wished to serve on this committee given his current circumstances. Noted.

## EC22/065

**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 the meeting.*

No declarations of interest offered by members in relation to the business on the agenda for consideration.

## EC22/066i)

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 21st March 2022.**

*To consider matters arising from those minutes not otherwise listed on this agenda.*

After noting and accepting two small typographical corrections raised by Cllr. Farrow, **it was proposed by Vice-chair, seconded by Cllr. Walden, that the substantive minutes of that meeting be approved. Resolved unanimously.**

No matters arising.

*Continued overleaf.*

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## EC22/066ii)

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 25th March 2022.

*To consider matters arising from those minutes not otherwise listed on this agenda.*

*It was proposed by Vice-chair, seconded by Cllr. Walden, that the substantive minutes of that meeting be approved. Resolved unanimously.*

No matters arising.

Chair to sign the approved minutes at the first available opportunity.

## EC22/067

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 (*see below*).

No other matters to be considered in Part Two session.

## EC22/068

To consider any matters considered as urgent by the presiding Chair for discussion:

None raised by Chair.

## EC22/069

To consider proposal to move the meeting into closed session (Part Two) in light of the confidential nature of the business to be considered and discussed:

*Vice-chair 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. Seconded by Cllr. Birnie. Resolved unanimously.*

The Part One meeting recording was stopped.

*Continued overleaf.*

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## Part TWO business.

### EC22/070(IC)

To consider the outcome of the recent recruitment interviews held earlier on 9th and 16th May 2022 and, if thought fit, to recommend the appointment of the new employees to Axminster Town Council and to agree and recommend terms and conditions of their employment.

Chair reported that there had been 2 shortlisted candidates for the Council Administrator role, 3 for the Administrative Assistant role and 2 applicants for the Groundskeeper role.

After interviewing all candidates over the 2 days, the panel made 4 recommendations to Council for the four roles.

*Some details of the recruitment have been redacted (such as terms & conditions of employment, salary scales) in light of their confidential nature.*

In light of these personnel appointments, it was noted that a deficit "in year" of £8528 was created between anticipated staff costs for FY22-23 and the figure allocated in the budget for the same period. **It was proposed from the Chair that this matter be brought before FULL Council at the next opportunity to seek approval for this forecasted overspend.**

### EC22/071(IC)

To consider recent correspondence from former employee and to agree actions arising from that letter:

After discussion of the correspondence which related to back-dated remuneration and superannuation payments, **it was proposed by Cllr. Walden, seconded by Chair, that the Clerk be directed to calculate the sums owed and to remit the payment due in respect of back-dated salary and pension contributions (as a result of the 1.75% NJC award earlier in the year) as soon as possible and that furthermore a letter be sent to the former employee outlining the basis for the payment. Resolved unanimously.**

### EC22/072(IC)

To consider matters pertaining to employee superannuation:

**It was proposed by Cllr. Farrow, seconded by Cllr. Walden, that the RFO be directed to liaise with LGPS to determine how best to resolve this matter and determine any administrative actions required as a result. Resolved unanimously.**

RFO: Please action accordingly.

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## EC22/073(IC)

**To consider whether the Town Council should approach local agricultural colleges to start discussions about potential future apprenticeships and other employment opportunities:**

Whilst committee agreed that this would be a positive step for the Council, it was recognised that there were considerable staff pressures at present and that adding to these with the introduction of apprentices/work experience staff could be counter-productive. **It was proposed by Chair, seconded by Vice-chair that this matter be deferred for further consideration in Spring 2023 and that the new Council Administrator be tasked with preparing a research paper for this committee to allow consideration of the options beforehand. Resolved unanimously.**

## EC22/074(IC)

**To consider matters pertaining to Council's Disciplinary and Grievance (D&G) Policy (and process) and to consider any amendments or revisions to that Policy in light of recent events:**

**It was proposed by Chair, seconded by Vice-Chair, that a meeting of this committee should be arranged as soon as possible to discuss this matter as a "single-topic" and that, in the meantime, the Chair of this Committee and the Clerk liaise to consider a variation to an existing employment contract to reflect recent events and suggest revisions that suited both employer, and employee alike. Resolved unanimously.**

Clerk: please note and arrange accordingly in conjunction with Chair of EmployComm. Please also liaise with regards to the proposed contract variation.

With no further items to discuss the Chair closed the meeting at 9.00pm.

Signed ..... Date: .....

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