

Axminster Town Council

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

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council: Minutes of the meeting of the Employment Committee

MINUTES APPROVED 19th July 2022; Part ONE version (redacted).

Held in person on Tuesday 21st June 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.

EC22/075

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)**

EC22/076

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. Birnie. Resolved unanimously.

EC22/077

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 again to ask if he still wished to serve on this committee given his current circumstances. Noted.

Continued overleaf.

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EC22/078

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.

EC22/079

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 17th May 2022.

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

After noting and accepting one small typographical correction raised by Cllr. Farrow, **it was proposed by Cllr. Walden, seconded by Chair, that the substantive minutes of that meeting be approved. Resolved unanimously.**

In respect of matters arising from these minutes, the Chair proposed that this be considered in Part Two Confidential Session due to the nature of the business to be considered. Agreed. (see below).

EC22/080

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 other than that already listed on the agenda and the matter detailed above under EC22/079.

EC22/081

To consider any matters considered as urgent by the presiding Chair for discussion:
None raised by Chair.

EC22/082

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:

Continued overleaf.

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EC22/082 (continued)

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. Farrow. Resolved unanimously.

The Part One meeting recording was stopped and a separate recording commenced for Part Two.

Part TWO business.

EC22/083 (IC)

To consider matters pertaining to ongoing recruitment of Administrative Staff; to receive update from Town Clerk.

Clerk reported that there had been 5 potential applicants for the re-advertised Administrative Assistant role; two actual application forms received with three expressions of interest. Deadline for applications was 1st July 2022. Clerk was asked by Chair to promote the vacancy again via local social media channels. Noted.

It was agreed that the previous method of shortlisting candidates for the interview stage would be completed by the employment panel (consisting Chair of the Employment Committee, Chair of the Council and the Clerk). It was also agreed that a new set of interview questions should be drawn up prior to the interview stage – this was duly delegated to the panel members to arrange.

Outcome of interviews to be reported to Employment Committee when it next meets.

EC22/084 (IC)

To consider a request for a variation to wording of employment contracts for members of staff holding elected roles at other local authorities.

After discussion amongst members of the committee and the Proper Officer, it was unanimously agreed that this matter be deferred for further consideration at the next Employment Committee meeting and to allow time for the Chair and the Proper Officer to revise the proposed wording in light of the suggestions already put forward at this meeting. Noted.

Continued overleaf.

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EC22/085 (IC)

To further consider matters pertaining to former employee remuneration & superannuation.

In relation to the first matter considered, it was proposed by Chair, seconded by Cllr. Walden, that Council approve the payments as set out in report from RFO, the contents of which are deemed confidential as they relate to employment matters. Resolved unanimously.

On the second matter, it was proposed by Cllr. Farrow, seconded by Cllr. Walden, that this committee recommend to the FULL Council that a payment be made in respect of pension contributions to former and current employees as set out in the report from the RFO, contents of which are deemed confidential as they relate to employment matters. Resolved unanimously. RFO: please add this matter to Part Two of the next convened meeting of the FULL Council.

EC22/086 (IC)

To consider matters pertaining to the publication of staff details on the public access website.

It was proposed by Chair, seconded by Vice-chair that the Council's website simply show the name of the employee, their role and their contact email address. Furthermore, name badges for employees would show the same information (together with the words, Axminster Town Council, and the town crest). Resolved unanimously.

EC22/087 (IC)

To consider a request for additional PPE from a member of the Council's Grounds maintenance team and to consider proposal to delegate such matters in the future to the Town Clerk and Chair of the Employment Committee.

It was proposed by Vice-chair, seconded by Cllr. Walden, that this request be approved. Resolved unanimously. It was duly delegated to the RFO to arrange accordingly. Noted.

Furthermore, there was a consideration of a report by the RFO on recent decision to provide employee uniforms with the Axminster Town Council logo and wording. After deliberation by committee members on types of uniform, quantities and suppliers, it was proposed by Chair, seconded by Cllr. Walden, that the Proper Officer be duly delegated to procure items as per report from the RFO at a cost of no more than £500. Resolved unanimously.

Continued overleaf.

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EC22/079 (IC)

To consider matters arising from the minutes of the Employment Committee meeting held 17th May 2022.

The subject matter of this item of business is redacted on the grounds that it relates to employment issues and is therefore deemed confidential.

Noted.

Chair proposed that, in future, this Employment Committee meet just three times per annum at dates to be agreed upon, but that the next meeting would be on 19th July 2022 at the Guildhall to consider the ongoing recruitment matter.

With no further items to discuss the Chair closed the meeting at 9.10pm.

Signed Date: 19th July 2022

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