

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

DRAFT MINUTES – YET TO BE APPROVED; Part ONE version (Redacted).

Held in person on Tuesday 19th July 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.

Public Forum session.

No public speakers present.

Chair closed the Public Forum session at 7.35pm

Chair read a statement noting the death of former employee John Hoden who worked for the Town Council for 32 years, retiring in 2021. A minute's silence was held in his memory.

Part ONE business.

EC22/088

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

Present: Cllrs. Sedgewick (Chair), Paice, Spurway, Steadman and Walden.

(Meeting was quorate)

Clerk also present.

EC22/089

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 received:

Cllr. Birnie (Health) – absence noted.

Cllr. Farrow (Health) - absence noted.

Cllr. Holt (Family) - absence noted.

Reasons for absence proposed for approval by Chair, seconded by Cllr. Paice.

Resolved unanimously.

EC22/090

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

None.

Continued overleaf.

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EC22/091

To note the resignation of Cllr. Martin Mynard from this committee and to consider alternative members to replace Cllr. Mynard.

Noted. The decision to appoint replacement members of the committee was deferred by the Chair to the next Ordinary meeting of the FULL Council.

EC22/092

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.

EC22/093

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

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

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

No matters arising from these minutes.

EC22/094

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 EC22/097 to 99 inclusive.

EC22/095

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

None raised by Chair.

Continued overleaf.

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EC22/096 (continued)

Cllr. Steadman 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. Spurway. Resolved unanimously.

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

Part TWO business.

EC22/097&98 (IC)

To consider matters pertaining to ongoing recruitment of Administrative Assistant; to approve the recommendation of the Employment Panel in relation to recent interviews held for that role.

The recommendation from the Employment Panel is that the post be offered to candidate KE (subject to references) for a contract of 37 hours per week subject to a 3-month probationary period. Salary scale SCP11 rising to SCP12 after the successful completion of the probationary period. KE would also be included within the Local Government Pension Scheme at scale contribution rate. A question was asked by Cllr. Walden as to the interview scoring system which was answered by Chair. Clerk confirmed that the preferred candidate had accepted the position in writing with a scheduled start date of 15th August.

Recruitment proposed by Chair, seconded by Cllr. Walden. Resolved unanimously.

Clerk confirmed that all unsuccessful candidates had been contacted and thanked for their interest in the role.

EC22/099 (IC)

To discuss a matter pertaining to a member of the Council's staff which requires the consideration of the employment committee.

Chair outlined the ongoing matter relating to a member of Council staff.

Continued overleaf.

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EC22/099 (IC)

To discuss a matter pertaining to a member of the Council's staff which requires the consideration of the employment committee (continued).

After discussion, the members of the Employment Committee put forward several proposals relating to this matter (redacted due to the confidential nature of the employment matter).

It was further noted from the adopted D&G Policy that a formal resolution of the FULL Council was required to ratify the suspension of a member of Council's staff and Clerk was directed to add this matter as a matter of urgency to the agenda for the meeting scheduled for 25th July 2022 (Part Two).

Substantive motion as above proposed by Chair, seconded by Cllr. Walden.
Resolved unanimously.

With no further items to discuss the Chair closed the meeting at 8.05pm.

Signed Date:

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