

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 on 15th July 2024; Part ONE version (redacted).

Held in person on Monday 22nd April 2024 at 7pm.

Members present:

Cllrs. Farrow (Chair) (JF), Hurren (WH), Leat (SL), Steadman (BS) and Walden (JW).
(Meeting was quorate).

Also present:

Clerk to the Council, Paul Hayward.

No members of the public in attendance.

Chair welcomed all present. 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 7.05pm

Part ONE business.

EC24/030

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

As above.

EC24/031

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

None.

EC24/032

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

Cllrs Dowdeswell and Paice. Noted

Continued overleaf.

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

EC24/033

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.

EC24/034

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 26th February 2024.

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

It was proposed by the Chair, seconded by JW, that the minutes of that meeting be approved. Resolved. No matters arising from these minutes.

EC24/035

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 EC24/039 to 040 inclusive.

EC24/036

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

No matters raised by Chair for discussion or reference.

EC24/037

To note the date of the next scheduled meeting of the committee.

The next scheduled meeting date of the committee was noted as 22nd July 2024.

EC24/038

JW 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 BS. Resolved.

Continued overleaf.

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

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

Part TWO business.

Business to be considered in Part Two session; matters which are considered as confidential as they relate to Council employment.

EC24/039 (IC)

To consider matters pertaining to Council employees which require the attention of the employment committee and, EC24/029 (IC) To consider a matter relating to employee recruitment;

Clerk presented a joint report to committee members on these twin agenda items.

a) A resolution was proposed by Chair, and seconded by JW, in relation to an employment contract amendment and consequential salary increase. Resolved unanimously.

b) Clerk provided update on a confidential employment matter. Noted and direction to Clerk given to take forward on behalf of the committee.

c) Clerk presented the year-end (31/3/2024) ATC leave data. Noted with recommendations to Clerk to carry out on Council's behalf in respect of carried-over leave entitlement for specific named employees.

d) Clerk presented a report on a confidential employment matter. Noted and direction provided to Clerk to keep committee abreast of developments in that regard.

e) Finally, Clerk confirmed that annual performance management reviews [PMR] ('appraisals') were planned for June 2024 for all staff incl. GH employees in conjunction with the relevant Line Manager's in accordance with the Town Council's adopted PMR policy.

With no further items to discuss, the Chair closed the meeting at 7.45pm.

Signed Date: 15th July 2024

MINUTES APPROVED on 15th July 2024; Part ONE version (redacted).

Held in person on Monday 22nd April 2024 at 7pm.