

# 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  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

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

### **MINUTES APPROVED 22<sup>nd</sup> April 2024; Part ONE version (Redacted).**

Held in person on Monday 26<sup>th</sup> February 2024 at 7pm.

Members present:

Cllrs. Farrow (JF), Dowdeswell (MD), Paice (EP), Leat (SL), Steadman (BSt.) and Walden (JW). **(Meeting was quorate).**

Also present:

Cllr. Hurren (WH) (non-committee member).

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.**

#### **EC24/018**

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

As above. All members of the committee present.

#### **EC24/019**

**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.

#### **EC24/020**

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

None – all members of the committee present.

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



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## EC24/021

**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.

## EC24/022

**To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 22<sup>nd</sup> January 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.

## EC24/023

**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 EC24/028 to 029 inclusive.

## EC24/024

**Proposal; that key staff be provided with Town Council provided mobile devices for use during their day-to-day employment activities (for calls and data access) and to accord with Council's Lone Worker policy; Clerk to provide update to members [This matter was discussed at January's meeting]**

**It was proposed by Chair, seconded by EP, that staff members be reimbursed for use of their personal mobile telephony devices when used on Council business; rate calculated as per HMRC advice/guidance. Resolved.**

RFO: please advise staff members accordingly.

## EC24/025

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

No matters raised by Chair for discussion or reference.

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



THE GUILDHALL  
WEST STREET  
AXMINSTER  
DEVON  
EX13 5NX

Tel. 01297 32088

Email: [Clerk@axminstertowncouncil.gov.uk](mailto:Clerk@axminstertowncouncil.gov.uk)

## EC24/026

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

The next scheduled meeting date of the committee was noted as 22<sup>nd</sup> April 2024.

## EC24/027

*SL 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 JW. Resolved.*

The Part One meeting recording was stopped and a separate recording commenced for Part Two. Cllr. Hurren remained in the meeting as he is an elected member of the Council and has agreed to abide by the adopted Code of Councillor Conduct in relation to access to confidential employee information.

## Part TWO business.

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

## EC24/028 (IC)

**To consider matters pertaining to Council employees which require the attention of the employment committee; Clerk to present report to committee members.**

***These minutes have been redacted as they relate to a confidential employment matter.***

## EC24/029 (IC)

**To consider a matter relating to employee recruitment; Clerk to present report to committee members.**

***These minutes have been redacted as they relate to a confidential employment matter.***

With no further items to discuss, the Chair closed the meeting at 8.45pm.

Signed ..... Date: 22<sup>nd</sup> April 2024

**MINUTES APPROVED 22<sup>nd</sup> April 2024; Part ONE version (Redacted).**

Held in person on Monday 26<sup>th</sup> February 2024 at 7pm.