

# 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

### **DRAFT MINUTES – YET TO BE APPROVED; Part TWO version (unredacted).**

Held in person on Monday 15<sup>th</sup> July 2024 at 7pm.

Members present:

Cllrs. Farrow (Chair) (JF), Hurren (WH), Leat (SL), Paice (EP), 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.**

#### **EC24/041**

**To elect a Chair of the committee for the forthcoming Council year.**

**JW proposed JF. Seconded by BS.**

**Cllr. Farrow accepted the nomination. No additional nominations.**

**Election resolved nem con.**

#### **EC24/042**

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

As above.

#### **EC24/043**

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

**MD. (Conflicting meeting). Acceptance of reason for apology proposed by JF. Seconded by JW. Resolved.**

*Continued overleaf.*

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## EC24/044

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

None.

## EC24/045

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.

## EC24/046

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

Matters arising from these minutes: Clerk confirmed leave allocations for employees including carry-over from FY23-24.

## EC24/047

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 EC24/051 to 052 inclusive.

## EC24/048

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

No matters raised by Chair for discussion or reference.

## EC24/049

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

The next scheduled meeting date of the committee was noted as 4<sup>th</sup> November 2024.

*Continued overleaf.*

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## EC24/050

*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.*

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.

## EC24/051 (IC)

**To consider matters pertaining to Council employees which require the attention of the employment committee and, EC24/052 (IC) To consider a matter relating to employee recruitment;**

*Chair agreed to consider both of these matters concurrently. Clerk presented a joint report to committee members on these twin agenda items.*

### a) EC24/051.

Due to changes in the business needs and operation of the Guildhall venue, *it was proposed by Chair, seconded by EP, that the existing employed role of Guildhall Caretaker be made redundant, unless the post-holder wished to consider applying for one of the new (part-time) roles being created. Resolved unanimously.*

*Furthermore, as a result, it was proposed by JW, seconded by Chair, that the Town Council would pay the employee in lieu of the statutory 12-week notice period which meant that their position would become immediately redundant upon notification. Resolved unanimously.*

Clerk was directed to take advice from Council's retained HR consultancy as to specific wording for the meeting script and to confirm that all statutory matters had been considered and implemented.

*Continued overleaf.*

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b) EC24/052.

The committee considered the job descriptions proposed for the new roles; Front of House Supervisor, Bar Supervisor and Tech Support (all roles part-time). Clerk was directed to seek confirmation that the wording was legally compliant with HR legislation via the retained HR consultants. Subject to the completion of the redundancy process, the recruitment was to be begin in the first week of August with interviews scheduled approximately two weeks later on or around the 21<sup>st</sup> August. The interview panel to consist of Chair (JF), Clerk (PH) and Guildhall Manager (LC).

**Proposed by JF, seconded by JW. Resolved unanimously.**

Advertising of the roles to be via localised social media, websites, GH media channels, local job centre and Indeed. Delegated authority afforded to Clerk to arrange and manage spend.

With no further items to discuss, the Chair closed the meeting at 7.35pm.

Signed ..... Date: TBA

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