

MINUTES OF A MEETING OF AXMINSTER TOWN COUNCIL

Held in the Senior Citizens' Centre on Wednesday 30th August 2017, commencing at 6.30 pm

PRESENT: Cllrs. J. Walden (Chair) JW, Mrs. A. Young (AY), Mrs. C. Doherty (CD), Mrs. S. Spiller (SS), P. Hayward (PH) and Brian Watson (BW.)

No members of the public were present.

2017/0370 APOLOGIES: Cllrs M.D. Symes, G. Godbeer, A. Moulding, Mrs. S. Clarke.

2017/0371 DECLARATIONS OF INTERESTS: There being no agenda items that might be deemed to conflict with any interests, there were no declarations.

2017/0372 TO APPROVE MINUTES OF MEETING HELD ON 21ST AUGUST 2017: These were not yet ready and so were not tabled.

2017/0373 TOWN FORUM: There were no items under town forum.

2017/0374 MATTERS ARISING FROM MINUTES OF 21ST AUGUST 2017: N/A

Proposed (AY), seconded (SS), 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. AGREED UNANIMOUSLY.

2017/0375 STAFF DISCIPLINARY MATTER: Proposed (PH), seconded (CD) that actions already taken were to be supported. AGREED UNANIMOUSLY.

2017/0376 EMPLOYMENT MATTERS: Proposed (BW), seconded (CD) that the staff positions of Town Clerk, Deputy Town Clerk, Handyman and Cemetery Caretaker be enrolled on the LGPS with our provider. AGREED UNANIMOUSLY.

Proposed (PH), seconded (CD), that the Statement of Particulars of Staff Employment be adopted as our standard and be issued to all staff. AGREED UNANIMOUSLY.

Proposed (PH), seconded (AY), that the Grievance Procedure be adopted. AGREED UNANIMOUSLY.

Proposed (PH), seconded (BW), that the Disciplinary Procedure be adopted with the addition of "This suspension must be agreed by a meeting of the full Town Council as an agenda item" at the end of the first paragraph of 5.1 Suspension. AGREED UNANIMOUSLY.

It was also proposed (PH), seconded (AY) that a working party be set up to review our range of policies and enhance them in line with best practice, and to review current policies on an ad hoc basis as and when circumstances require. AGREE UNANIMOUSLY.

2017/0377 INSURANCE RENEWAL: Proposed (PH), seconded (AY) that we accept the Zurich Insurance quotation of £2868.86 to include Personal Accident and Key Personnel cover for one year. AGREED UNANIMOUSLY.