

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE

Held at Axminster Guildhall at 8.15 p.m. on Monday, 21<sup>st</sup> January 2019

PRESENT: Cllrs. J.W. Walden, A.L. Young (Vice-Chairman), Cllr. Mrs. S.L.N. Leat and B.R. Watson (Co-opted).

Town Clerk and Deputy Town Clerk  
0 Members of the Press  
0 Members of the Public

1. APOLOGIES : Cllr. S.E. Clarke, Cllr. C.A. Doherty, Cllr. P.G. Hayward Cllr. D.R.H. Hull and Cllr. A. J E. Seward.

2. MINUTES OF THE MEETINGS HELD ON 13<sup>th</sup> July 2018: having been approved by the Town Council these were signed.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF MEETING HELD ON 2<sup>nd</sup> JULY 2018: None.

5.MATTERS OF URGENCY: a further meeting of the Committe will be needed to review Grievance and Disciplinary Policies and also agree Social Media policy.

The Deputy Mayor 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. Agreed.

6. JOB SPECIFICATION AND ADVERTISING ARRANGEMENTS FOR PROPOSED LENGTHSMAN POST: these were discussed. Certain duplication of items in the specification will be removed. The post will be advertised in the Midweek Herald, at the Job Club, on the Town Council notice boards, website and social media. Contact will be made with an individual whose details were kept on record in respect of this post.

7. STAFFING MATTERS: it was resolved, proposed Cllr. Walden, seconded Cllr. Mrs. Leat, that the Administrative Assistant and the part-time job-share Cemetery Caretaker, who had each completed a 6 month period of probation to the satisfaction of the Committee, be confirmed as permanent members of staff.

It was resolved, proposed Cllr. Young, seconded Cllr. Mrs. Leat, that the arrangements put in place to cover staff family sickness, including the cost of all necessary additional staff cover, be approved.

Signed ..... Date .....