

AXMINSTER TOWN COUNCIL

MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE

Held at Axminster Guildhall at 1.00 p.m.. on Thursday, 30<sup>th</sup> May 2019

PRESENT: Cllrs. A.L. Young (Chairman), C.A. Doherty, J.J Farrow and M.D.G. Spurway.

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

1. APOLOGIES : Cllrs. D.J. Moore (Vice-chairman) A.E. Bourner, M. Featherstone, D.R.H. Hull, S.L.N. Leat, M. Mynard, and J.W. Walden.

2. MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> MARCH 2019: having been approved by the Town Council these were signed.

3. PUBLIC FORUM: None.

4. MATTERS ARISING FROM MINUTES OF MEETING HELD ON 4<sup>TH</sup> MARCH 2019: the Mayor said that she would draft forms to go with the Grievance Polity. The Social Media Policy had been updated and was on the website. The benchmarking had not yet been undertaken.

5.MATTERS OF URGENCY: None.

The 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.CONSIDERATION OF APPLICATIONS FOR POST OF LENGTHSMAN: the Deputy Clerk gave a resume of the short-listing process.

Seven applications had been received. Two applicants did not meet the basic requirements stipulated in the recruitment pack.

Cllr. Young, seconded by Cllr. Doherty, proposed that the remaining five candidates be short listed for interview, subject to confirmation with one of those candidates that he held a full driving licence. He would be excluded from the shortlist if this was not the case. Agreed.

7. OTHER STAFFING MATTERS: the Town Mayor emphasised the importance of Councillors referring all matters regarding staff or raised by staff or the public to the appropriate line manager. This would enable the correct procedures to be followed.

Contingency measures set out by the Town Clerk regarding a possible change of staffing were noted.

A working party will convene to finalise the arrangements for the interviews which it was agreed would take place on 13<sup>th</sup> June.

8. STAFF PAY: Cllr. Farrow, seconded by Cllr. Doherty, proposed that where staff work additional hours, such as attending evening meetings, as part of their jobs or by request of the town council, they are paid for this unless they request time off in lieu instead. Agreed.

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