

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.

Dear Members of the Employment Committee.

28<sup>th</sup> January 2026

**Members: Cllrs. Price (Chair), Dowdeswell, Farrow, Hayward, Hurren, Leat, Paice, Walden and Willey.**

You are hereby summoned to a meeting of the Employment Committee which has been arranged for 7.00pm on Monday 2<sup>nd</sup> February 2026 in the Axminster Guildhall.

This meeting will be recorded and recordings will be held for one year by the Town Council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak, please raise your hand and you will be invited to speak by the Chair. Voting will also take place by show of hands and the Chair will indicate the votes have been noted.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting**. To assist in this process, please raise your hand to show that you wish to speak, then wait to be invited to speak by the Chair.

*Members are reminded:*

- a) *Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one**.*
- b) *That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency**.*
- c) *To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.*

***Public Forum session (limited to 3minutes per speaker and 15 minutes overall duration at the discretion of the Chair).***

**EC26/001**

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

**EC26/002**

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

**EC26/003**

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

**EC26/004**

**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.*

*Continued overleaf*

**EC26/005**

To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 24<sup>th</sup> November 2025.

*And to consider matters arising from those minutes not otherwise listed on this agenda.*

**EC26/006**

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 for business already tabled for discussion in Part two due to the confidential nature of the business to be discussed) [EC26/010(IC) to 014(IC) inclusive]*

**EC26/007**

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

**EC26/008**

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

Scheduled for 20<sup>th</sup> April 2026

**EC26/009**

**Recommendation:** that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial affairs or business affairs or employment affairs of the Town Council by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

*Matters to be considered in Part Two session; those which are considered as confidential as they relate to Council's employment matters and/or employees.*

**EC26/010 (IC)**

To consider any matters pertaining to Council employees, remuneration and Terms & Conditions of Employment which require the attention and decision of the employment committee;

*Clerk to present report to committee members.*

i) Remuneration

ii) Superannuation (Pension)

iii) Terms and Conditions of Employment

iv) Training / Continuing Professional Development

iv) Other employment matters

**EC26/011 (IC)**

To receive an updated report from Clerk relating to ongoing employee resourcing and workload, and anticipated future resourcing & capacity and to consider further recommendations in that regard: *Clerk to present report to committee members.*

*Continued overleaf*

**EC26/012 (IC)**

**To receive an update report from Clerk relating to Guildhall employee matters and to resolve any actions thereafter;**

**i) Probationary periods falling due.**

**ii) Performance management / appraisals**

*Clerk to present report to committee members.*

**EC26/013 (IC)**

**To receive feedback on recent Councillor / Employee engagement / training event at Guildhall, and to consider future events (and frequency thereof).**

*Clerk/Chair/Cllr. Farrow to present report to committee members.*

**EC26/014 (IC)**

**To receive a summary update report on employee leave allocations and periods of leave remaining, including TOIL accrued, including a year-to-date sickness/absence report:**

**a) Clerk / Proper Officer**

**b) All other ATC employees**

*Clerk to present report to committee members.*

With no further business to attend to, the Chair will bring the meeting to a close.

Yours sincerely,

*Paul G Hayward*

Paul Hayward  
Town Clerk / Proper Officer / RFO

28<sup>th</sup> February 2026