AXMINSTER TOWN COUNCIL

The Guildhall,
Axminster,
Devon.

Members of the Employment Committee. 11th Nov. 2026

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

You are hereby summoned to an Ordinary meeting of the Employment Committee which has been arranged for 7.00pm on Monday 16th November 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 3 minutes per speaker and 15 minutes overall duration at the discretion of the Chair).

EC26/069
To note members of the Employment Committee present at the meeting.

EC26/070
To receive and, if thought fit, to note the absence and to approve the reasons given for the absence. (LGA 1972 s.85(1))

EC26/071
To note members of the committee who are neither present nor have given their apologies for absence.

Continued overleaf

EC26/072
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 related to employment matters.
This does not preclude the need for members to declare any additional interests that may arise during the meeting.

EC26/073
To consider and, if thought fit, approve the minutes of the Employment Committee meeting held 20th July 2026.
And to consider matters arising from those minutes not otherwise listed on this agenda.

EC26/074
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) [EC26/079(IC) to 082(IC) inclusive]***

EC26/075
To consider membership of the Employment Committee; to ratify recommendations of the FULL Town Council.

EC26/076
To consider any matters considered as urgent by the presiding Chair for discussion.

EC26/077
To note the date of the next scheduled meeting of the committee:
Scheduled for 1st February 2027.

EC26/078
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.

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

EC26/079(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 on any sub-topics requiring consideration or decision.

i) Recruitment and resourcing; to consider job roles & descriptions, and pay-scales and consequential impact on staff payroll budgets in-year and for FY27-28.
ii) To consider further recommendations from FULL Council with regards to future recruitment and job roles.

EC26/080(IC)
To receive a report from Clerk relating to employee performance reviews (appraisals).
Clerk to present report to committee members.

EC26/081(IC)
To consider any matters pertaining to employee occupational health.
Clerk to present report to committee members.

EC26/082 (IC)
To receive an 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 11th November 2026