

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

Axminster Town Council: Minutes of the meeting of the Employment Committee

DRAFT MINUTES – YET TO BE APPROVED; Part ONE version (redacted).

Held in person on Monday 2nd February 2026 at 7.00pm.

Members present:

Cllrs. Price (Chair) (JP), Farrow (JF), Hayward (AH), Hurren (WH), Leat (SL),
Walden (JW) and Willey (DW).

(Meeting was quorate with seven committee members present).

Also present:

Clerk to the Council, Paul Hayward.

No members of the public in attendance.

Chair welcomed all present. Chair highlighted the building fire precautions and alerted those present to the fire exits.

Public Forum session.

No public speakers present.

Chair closed the Public Forum session at 7.01pm

Part ONE business.

EC26/001

To note members of the Employment Committee present at the meeting:

As above.

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))

Cllrs. Dowdeswell and Paice had sent their apologies and reasons for absence. Noted.

It was proposed by the Chair, seconded by JW, that the apologies (and reasons therefore) be approved. Resolved unanimously.

EC26/003

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

None.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

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.

No declarations of interest offered by members in relation to the business on the agenda for consideration.

EC26/005

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

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

It was proposed by JW, seconded by Chair, that the minutes of that meeting be approved.

Resolved. Matters arising from these minutes:

- 1) Motion for Part Two session still published with old text / wording.*
 - 2) Provision of uniforms for staff members; Clerk provided update.*
- All noted.*

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).

No other matters to be considered in Part Two session other than that already listed on the agenda under EC26/010 to 014 inclusive.

EC26/007

To consider any matters considered as urgent by the presiding Chair for discussion.
No matters raised by Chair for discussion or reference.

EC26/008

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

The next scheduled meeting date of the committee was noted as 20th April 2026 unless any extraordinary meetings were required before that time.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

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.

Proposed by JF, seconded by JW. Resolved unanimously.

The Part One meeting closed and the Part One recording was stopped and a separate recording commenced for Part Two.

Part TWO business.

Business to be considered in Part Two session; matters which are considered as confidential as they relate to Council employment.

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 presented reports to committee members on the following matters:

- i) Remuneration
- ii) Superannuation (Pension)
- iii) Terms and Conditions of Employment
- iv) Training / Continuing Professional Development
- iv) Other employment matters

On all matters (other than iv. where there was no business to consider) reports were presented, members discussed the subject matter and motions were proposed, seconded and duly voted upon. However, as all of the matters were related to employment topics, the specific nature of the business and the decisions resolved upon are redacted here on the grounds of employee/employer confidentiality.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

EC26/011 (IC)

To receive an update report from Clerk relating to ongoing employee resourcing and workload, and anticipated future resourcing and capacity and to resolve any actions thereafter;

This agenda item is considered confidential as it relates to Council's employment matters and/or employees.

Clerk provided an updated report regarding current operational resourcing challenges and workload. Noted.

After a considerable discussion on this subject, it was proposed that the Chair of the Committee (JP) and the Clerk should meet to discuss the operational, logistical and administrative challenges ahead, with a report to be brought back to an extraordinary meeting of the committee prior to the next scheduled meeting in April.

At 9.00pm, it was proposed by The Chair to suspend Standing Orders to permit the meeting to continue past the 2-hour threshold. Resolved unanimously.
Standing Orders were subsequently suspended.

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*

On both matters, reports were presented, members discussed the subject matter and motions were proposed, seconded and duly voted upon. However, as all of the matters were related to employment topics, the specific nature of the business and the decisions resolved upon are redacted here on the grounds of employee/employer confidentiality.

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.

A verbal report was presented. It was broadly agreed that the event was a success and helped bring staff and councillors together and share common themes and aims. It was agreed that another event should take place later in the year, with Clerk undertaking a poll of Councillors to gauge availability. Noted.

Continued overleaf.

Axminster Town Council

Office Hours
Monday, Wednesday, Thursday
10am – 12 noon

Mayor: Cllr Jill Farrow
Town Clerk: Paul Hayward

www.axminstertowncouncil.gov.uk



THE GUILDHALL
WEST STREET
AXMINSTER
DEVON
EX13 5NX

Tel. 01297 32088

Email: Clerk@axminstertowncouncil.gov.uk

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

On both matters, reports were presented, members discussed the subject matter and motions were proposed, seconded and duly voted upon. However, as all of the matters were related to employment topics, the specific nature of the business and the decisions resolved upon are redacted here on the grounds of employee/employer confidentiality.

With no further items to discuss, the Chair closed the meeting at 9.45pm.

Signed Date: tbd

DRAFT MINUTES – YET TO BE APPROVED; Part ONE version (redacted).

Held in person on Monday 2nd February 2026 at 7.00pm.