

Axminster Town Council

Office Hours
Monday to Thursday
9am – 4pm

Mayor: Cllr Jack Price
Town Clerk: Paul Hayward

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Axminster Town Council:

**The Minutes of the Extraordinary meeting of the Employment Committee
Held in person on Monday 1st June 2026 at 7.00pm.**

MINUTES APPROVED 20th July 2026.

Committee members present:

Cllrs. Price (Presiding Chair) (JP), Dowdeswell (MD), Hayward (AH), Hurren (WH), Leat (SL), Paice (EP) and Walden (JW).

(Meeting was quorate with seven committee members present).

Also present:

The Clerk to the Council, Paul Hayward.

No members of the public in attendance.

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

Public Forum session.

No public speakers present.

The Presiding Chair closed the Public Forum session at 7.01pm

Agenda business.

EC26/041

To elect a Chair of the Employment Committee.

AH proposed JP as Chair. Seconded by JW. JP accepted the nomination.

No other members nominated. Resolved unanimously. JP thanked committee members for their support.

EC26/042

To elect a Vice-Chair of the Employment Committee.

The Chair proposed MD as Vice-Chair. Seconded by JW. MD accepted the nomination.

No other members nominated. Resolved unanimously.

EC26/043

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

As shown above.

Continued overleaf.

Approved minutes of the Employment Committee meeting held on 1st June 2026

EC26/044

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

Cllr. Farrow had sent her apologies and reasons for absence. Noted.

Cllr. Willey had sent his apologies and reasons for absence. Noted.

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

EC26/045

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

All members of the committee were present or had offered apologies for absence.

EC26/046

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.

EC26/047

To consider and, if thought fit, approve the minutes of the Employment Committee extraordinary meeting held 20th April 2026.

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

It was proposed by the Chair, seconded by JW that the minutes of that meeting be approved. Resolved unanimously. There were no matters arising from these minutes.

EC26/048

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 agenda business items EC26/052 to 055 inclusive.

EC26/049

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

The Chair advised the committee that additional sound-tech support services had been secured for the Guildhall venue to provide continuity and cover for peak times. Noted

EC26/050

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

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

Continued overleaf.

EC26/051

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 the Vice-Chair, seconded by JW. Resolved unanimously.

The public session of the meeting ended and the audio recording was stopped and a separate recording commenced for the closed session.

Agenda business in confidential closed session.

Matters which are considered as confidential as they relate to Council employment.

EC26/052(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) Employee remuneration incl. allowances and stipends.

No business to be considered or discussed. Noted.

ii) Pension matters.

No business to be considered or discussed. Noted.

iii) Terms and Conditions of Employment.

Clerk advised that revised wording for the Town Council's model contract (Statement of Written Particulars) was being prepared in consultation with Peninsula HR and that this would be brought back to the committee as soon as possible for discussion and consideration prior to approval and adoption. Noted.

iv) Training / Continuing Professional Development

Clerk provided a summary of training progress and requirements across the ATC/GH team. Members were in agreement that all necessary training should be provided where identified. RFO confirmed that training budget was in place (as an earmarked reserve) to fund any training courses identified or requested (if deemed relevant and appropriate to the roles).

Suggested training:

Personal Licensing

SIA Door Supervisor

Plant and excavator operation.

Safeguarding.

Counter-terrorism (Martyn's Law).

WH also asked for confirmation that volunteers were also able to access training courses (online and in-person) if required. Clerk confirmed that all volunteers were included in the training programme. Noted.

Continued overleaf.

v) Appraisals / Performance Management Reviews (PMR)

Clerk provided members with an update on the appraisal cycle and recent performance management discussions with staff members. Members of committee discussed the matter at length and confirmed that performance management was critically important to the smooth and effective operation of the Guildhall and the Council. Noted. Key outcomes mentioned by members to be addressed by PMR:-

- i) Increased revenue by tickets / bar sales.
- ii) More performance variety to encourage ticket sales.
- ii) Improved positivity and employee satisfaction.

The Clerk was directed to complete performance reviews as per FY26-27 timetable and bring back to EmployComm once completed. Noted.

vi) Work experience / Apprenticeships.

Committee members recognised that providing both of these employment options required significant managerial/supervisory resource which could not reasonably be provided at present due to existing workload. Noted.

vii) Recruitment and resourcing.

No business to be considered or discussed. Noted. Members were aware that proposals were being formulated at present to be presented to the committee once complete (Chair and the Clerk to arrange). Noted.

viii) Implications of Employment Rights Bill (effective from 1st April 2026)

A further evening training/information session was being held on the 9th June 2026 which the Chair AH were hoping to attend. They will report back at next meeting with any new information relevant to the TC staffing team. Noted.

ix) Any other employment matters requiring members consideration.

Nothing to be added under this agenda item.

EC26/053 (IC)

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

Some performance management business was discussed at v) above. Noted.

EC26/054 (IC)

To consider a matter pertaining to employee occupational health (OH).

The Clerk provided members with an update on an employee OH matter. Noted. No further action required.

Continued overleaf.

EC26/055 (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

Reports were noted. Members acknowledged that pressure of workload was still affecting TOIL and working hours for the Clerk & Deputy Clerk, albeit that some administrative work had been curtailed in order to accord with committee's previous directions on working hours. Members asked that this issue be integrated within the report to come before committee (from Chair and Clerk) regarding future staffing structure and capacity/resource measures.

With no further items to discuss, the Chair closed the meeting at 8.55pm.

Signed Date: 20th July 2026

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