Axminster Town Council

Office Hours
Monday to Thursday
9am – 4pm

Mayor: Cllr Jack Price
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:
The Minutes of the Ordinary meeting of the Employment Committee
Held in person on Monday 16th November 2026 at 7.00pm.

DRAFT MINUTES – NOT YET APPROVED

Committee members present:

Cllrs. Price (Chair) (JP), Hayward (AH), Hurren (WH), Leat (SL), Walden (JW) and Willey (DW).
(Meeting was quorate with six committee members present).

Also present:
The Clerk to the Council, Paul Hayward.
No members of the public in attendance.

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

Public Forum session.
No public speakers present. JW spoke on matters pertaining to Employment Act legislative changes. Clerk responded with assurances that Council was acting lawfully and in compliance with said legislation as far as was possible given some external factors being involved.

The Chair closed the Public Forum session at 7.03pm

Agenda business.

EC26/069
To note members of the Employment Committee present at the meeting:
As shown above.

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))
Cllr. Paice had sent her apologies and reasons for absence. Noted.
Cllr. Dowdeswell had sent his 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.

Continued overleaf.

EC26/071
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.

EC26/072
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.
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.

EC26/073
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.
It was proposed by the Chair that consideration and approval of the minutes of that meeting be deferred as members did not have long enough to read them prior to the meeting. Agreed to defer to next meeting. Clerk: Please re-circulate minutes to all committee members.

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).*
No other matters to be considered in Part Two session other than that already listed on the agenda under agenda business items EC26/079 to 082 inclusive.

EC26/075
To consider membership of the Employment Committee; to ratify recommendations of the FULL Town Council.
DW proposed that the committee membership remain unchanged at the present time, noting the vacancy caused by the resignation of former Councillor Farrow. This is primarily because of the need to retain sufficient non-members to allow formation of an Employment (Appeal) Sub-Committee if the need arose, with a realistic quorum. Seconded by JW. Resolved unanimously. Clerk: Please notify the two members concerned accordingly and provide an explanation.

EC26/076
To consider any matters considered as urgent by the presiding Chair for discussion.
None raised.

EC26/077
To note the date of the next scheduled meeting of the committee.
The next scheduled meeting date of the committee was noted as 1st February 2027 unless any extraordinary meetings were required before that time to attend to pressing / urgent business.

Continued overleaf.

DRAFT MINUTES

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. Proposed by DW, seconded by the Vice-Chair. 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.

EC26/079(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 presented reports to committee members on the following matters:

i) To consider further recommendations from FULL Council with regards to future recruitment and job roles.

ii) Recruitment and resourcing.

The recommendations from FULL Council were considered and approved, with two revisions to pay scales and hours of employment (for two separate roles). Clerk to integrate those revisions into the ongoing budget calculations for FY27-28 so that Strategy & Finance Committee could assess their impact accordingly. Clerk to pass all relevant documents to Council's retained HR consultancy to seek their views and to suggest any edits to job descriptions / person specifications etc. It was further proposed by the Chair, seconded by JW, that both Youth Worker roles be funded in the first year (FY27-28) from the Town Council's non-earmarked reserves rather than from precept. Clerk to adjust budget accordingly.

EC26/080 (IC)

To receive a report from Clerk relating to employee performance reviews (appraisals): Clerk provided a report to members.

It was subsequently moved by the Chair that the Clerk should strive to get all PR's completed by end of December 2026 ready for review by the Employment Committee at their next meeting.

Clerk: Please note and action accordingly.

Continued overleaf.

DRAFT MINUTES

EC26/081(IC)
To consider any matters pertaining to employee occupational health.
Clerk provided a verbal report on OH matters. Noted.
Committee members asked Clerk to ensure that any OH advice and support offered by retained consultants is made available to members, and reminders issued periodically. Noted for action.

EC26/082 (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. Clerk was asked to maintain progress on TOIL reduction and to report back to committee if workload pressures were adversely affecting that reported position.

With no further items to discuss, the Chair closed the meeting at 8.52pm.

Signed …… Date: 1st February 2027.

DRAFT MINUTES – NOT YET APPROVED

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MINUTES