



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON  
THURSDAY 1st JUNE 2023 at the TOWN HALL**

**Present:** Cllr: M Green (Deputy Mayor)  
Cllrs: M McGeary, C Scrivner, R Hood

**Members of the Public:**

**Minute Taker:** Cllr R Hood

**MINUTES**

**01 Election of Vice Chairperson**

The motion was proposed, the motion was seconded.  
Members ELECTED Cllr R Hood to be the Vice Chairperson.

**02 Apologies for Absence**

None

**03 Declarations of Interest and requests for Dispensations**

None

**04 Minutes of Previous Meeting**

To agree the minutes of the Staffing Committee Meeting held on 22nd May 2023.  
The motion was proposed, the motion was seconded.  
Members AGREED the minutes of the Staffing Committee Meeting held on the 22nd May 2023 as a true reflection of the meeting. The Minutes were not signed as they are required to be presented to Full Council.

**05 Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public and any Councillor with prejudicial interests to speak.

***Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.***

The motion was proposed, the motion was seconded.  
Members AGREED to adjourn the meeting to allow members of the public to speak.  
None

The motion was proposed, the motion was seconded.  
Members AGREED to resume the meeting.

**06 Matters from Previous Meetings**

To report on progress on items from previous meetings. No decisions may be taken.

None

**07 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

The motion was proposed, the motion was seconded.

Members AGREED to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment and legal issues.

**08 Recruitment**

**8.1 To review the current responsibilities and workloads for the Town Council**

No resolution made.

Ms D Joy joined the meeting.

**8.2 To review the current staffing structure, job roles office location & hours and make recommendations on any amendments to Full Council**

The motion was proposed, the motion was seconded.

Members AGREED to make recommendations on the division of responsibilities between the two Locum Clerks to the next Full Council Meeting.

Ms D Joy left the meeting.

**8.3 To review and agree staffing Job Description(s), Person Specification and role and make a recommendation to Full Council regarding Permanent role(s)**

The motion was proposed, the motion was seconded.

Members AGREED to DEFER this item to the next meeting.

**8.4 To discuss recruitment plans and make recommendations to Full Council regarding timeline, advertising and process.**

The motion was proposed, the motion was seconded,

Members AGREED to DEFER this item to the next meeting.

**09 To Report Any Other Business**

None

**10 Date of Next Meeting**

TBC