



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON  
TUESDAY 01 AUGUST 2023 at THE POPPY CENTRE**

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

**Members of the Public:** 0 **Clerk:** N/A

**Minute Taker:** Cllr R Hood

**MINUTES**

**01 Apologies for Absence**  
None

**02 Declarations of Interest and requests for Dispensations**  
None

**03 Minutes of Previous Meeting**  
To agree and sign the minutes of the Staffing Committee Meeting held on 1st June 2023.  
The motion was proposed, the motion was seconded.  
Members AGREED the minutes of the Staffing Committee Meeting held on the 1<sup>st</sup> June 2023.  
The Chairperson signed the minutes.

**04 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.

**05 Matters from Previous Meetings**

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

None

**06 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.

**07 Recruitment**

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

No resolution made.

**9.2 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 recommend the draft Job Description and Contract of Employment for the Locum Clerk for approval to the Full Council.

**9.3 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 recommend the recruitment of an Administrative Assistant for approval to the Full Council.

**9.4 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 recommend the approved advertisement, recruitment timeline and process for approval to the Full Council.

**08 To Report Any Other Business**

None

**09 Date of Next Meeting**

TBC.

Meeting Closed 20:02