



**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
MONDAY 22nd MAY 2023 at the TOWN HALL**

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

Members of the Public: 1 **Clerk:** N/A

Minute Taker: Cllr R Hood

MINUTES

01 Election of Chairperson

The motion was proposed, the motion was seconded.
Members ELECTED Cllr M Green to be the Chairperson.

02 Election of Vice Chairperson

No resolution was made.

03 Apologies for Absence

None

04 Declarations of Interest and requests for Dispensations

None

05 Minutes of Previous Meeting

To agree and sign the minutes of the Staffing Committee Meeting held on 18th January 2023.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on the 18th January 2023.

The Chairperson signed the minutes.

06 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.

07 Matters from Previous Meetings

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

It was noted that the Actions agreed to be taken to the Full Council were deferred at the extra-ordinary meeting of 6th February 2023.

08 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.

09 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 DEFER this item to the next meeting until further information had been gathered, with input from the current locum clerks.

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 DEFER this item to the next meeting.

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 DEFER this item to the next meeting.

10 To Report Any Other Business

None

11 Date of Next Meeting

Thursday 1st June, location TBC.