

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
MONDAY 21 October 2024 at The Town Hall**

Present: Cllr: M Green (Deputy Mayor)

Cllrs: M McGeary, C Scrivner

Members of the Public: 0 Clerk: N/A

Minute Taker: Cllr C Scrivner

MINUTES

01 Apologies for Absence

Rachel Hood – Work commitments.

02 Declarations of Interest and requests for Dispensations

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes of the Employment meeting on the 21st June 2024 and Adopted by Full Council on the 8 th July 2024.

The motion was proposed, the motion was seconded.

Members AGREED the minutes of the Staffing Committee Meeting held on 21st June 2024. 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 to receive and any Councillors 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

7.1 To consider and agree the Town Clerk Employment offer.

The motion was proposed, the motion was seconded.

Members AGREED a permanent employment offer for the position of Town Clerk.

7.2 To consider and agree the Town Clerk permanent contract.

The motion was proposed, the motion was seconded.

Members AGREED the contract to be used with the offer of employment for a permanent Town Clerk position.

08 Pension

8.1 To consider and agree the pension arrangements for the Town Clerk and Administrative Assistant.

The motion was proposed, the motion was seconded.

Members AGREED the Pension scheme to be offered to the administrative assistant and Town Clerk position.

09 To Report Any Other Business Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

None

10 Date of next meeting.

Date of next meeting 4th November 2024 at 6pm at the Town Hall.