

MINUTES OF THE EMPLOYMENT MEETING HELD ON  
MONDAY 20<sup>th</sup> JANUARY 2025 AT THE TOWN HALL.

Present: Cllrs: M Green (Chair) C Scrivner and M McGeary.

Members of Public: – 0

Clerk: D.Joy

**MINUTES**

**01 Apologies for Absence**

Cllr Hood – unwell

The motion was proposed,

Members **AGREED** Councillors apologies for absence

**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 21<sup>st</sup> October 2024 and Adopted by Full Council on the 11<sup>th</sup> November 2024.

The motion was proposed,

Members **AGREED** the minutes from the Employment Meeting on the 20<sup>th</sup> October 2024.

The Chair 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 County and District Councillors reports and allow 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,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

No members of the public present.

The motion was proposed,

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.**

**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 items pertaining to employment and legal issues,

The motion was proposed,

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

**07 Policies**

7.1 To consider and agree the Mad HR Terms of Reference

The motion was proposed,

Members **AGREED** for the Clerk to clarify the costings on policies and the handbook

7.2 To consider and agree the Employee Handbook.

The motion was proposed,

Members **AGREED** for the clerk to consult with Mad HR on the employee hand book.

7.3 To consider and agree the Administrative Assistant Annual Review.

The motion was proposed,

Members **AGREED** the following:

The Clerk to contact Mad HR for their templates.

The Clerk will conduct the annual review once the template has been received and report back to members.

7.4 To consider and agree the Clerks Annual Review.

The motion was proposed,

Members **AGREED** the following:

The Clerk to contact Mad HR for their templates.

The Employment committee will conduct the annual review once the template has been received.

**08 Pension**

8.1 Update on Councils Pension Scheme and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to adhere to the advice given by the Councils Pension Advisor.

**09 Salaries**

9.1 Update on Pay scale 2024/2025 and to consider and actions.

The motion was proposed,

Members **AGREED** the adopt the NALC pay scales. Cllr Scrivner will formulate the letter to send to the clerk

**10 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

**11 Date of next meeting.**

11.1 To confirm that the date of the next Meeting of the Employment Committee 14<sup>th</sup> April 2025.

MEETING CLOSED: 7PM

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_