

MINUTES OF THE EMPLOYMENT MEETING HELD ON  
MONDAY 14th APRIL 2025 AT THE TOWN HALL.

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

Members of Public: – 0

Clerk: D.Joy

**MINUTES**

**01 Apologies for Absence**

None

**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 20th January 2025 and Adopted by Full Council on the 10<sup>th</sup>February 2025.**

The motion was proposed,

Members **AGREED** the minutes from the Employment Meeting on the 20<sup>th</sup> January 2025.

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**

5.1 Minutes filed.

5.2 Pension advice actioned.

5.3 Pay scales adopted

5.4 HR Companies quotes received.

**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 Update on the Employee Handbook and to consider and agree any actions.

The motion was proposed,  
Members **AGREED** the Employee Handbook with the amendments raised.

7.2 Update on the Administrative Assistant Annual Review and to consider and agree any actions.

The motion was proposed,  
Members **AGREED** Administrative Assistant Annual Review template to do the Administrative Assistant Annual Review with the amendments raised.

7.3 Update on the Clerks' Annual Review and to consider and agree any actions.

The motion was proposed,  
Members **AGREED** Clerks' Annual Review template to do the Clerks Annual Review with the amendments raised.

7.4 To consider and agree the Councils Disciplinary Policy.

The motion was proposed,  
Members **AGREED** the Councils Disciplinary Policy.

7.5 To consider and agree the Councils Grievance Policy.

The motion was proposed,  
Members **AGREED** the Councils Grievance Policy.

**08 Pension**

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

The Clerk updated members on Councils Pension Scheme.  
No action needed.

**09 Salaries**

None

**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.

Cllr McGeary asked if there could be a meeting before December.  
The Clerk said she would send out some dates for members to consider.

**11 Date of next meeting.**

11.1 To confirm that the date of the next Meeting of the Employment Committee 1<sup>st</sup> December 2025.

MEETING CLOSED: 6:30pm

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

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