

## 1 - Midsomer Norton Town Council - Staffing Committee Minutes



**Midsomer Norton Town Council**  
Council Offices, The Town Hall, The Island,  
Midsomer Norton, BA3 2HQ  
Phone: 01761 418701 Email: [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)  
Mayor: Cllr Gordon Mackay Town Clerk: Katie Mason

## 2 - Present

Cllrs Lynda Robertson, Martyn Plant, Deborah Thatcher and Mike Moxham

Also in attendance - Katie Mason (Town Clerk), Kate Egan (Deputy Clerk) and Jo Corbett (Office Manager)

Due to a pre-session briefing from ALCA the meeting started later than advertised, the meeting began at 7.25pm. There were no members of the public present.

## 3 - Items

- **Fire safety and Recording Protocol** - Cllr Martyn Plant verbally read out the fire safety, the meeting was not recorded.
- **Apologies** - No apologies were received.
- **Declarations of interest** There were no declarations of interest.
- **Approve minutes of previous Staffing Committee meeting dated Nov 23.** The Committee **RESOLVED** to accept the minutes from the Staffing Committee meeting held on 21st November as a true record, these were signed and dated by the Chair.
- **Note and accept the resignation of the Town Clerk** The Committee noted the resignation of the Town Clerk and she was thanked for all her hard work.
- **Matters arising from Town Council meeting Mon 15th April** There were no matters arising from the Town Council meeting held on 15th April as a quorum was not met.

#### 4 - This meeting is closed to the public

##### **Closed meetings.**

This is a closed meeting. There are some situations where committee discussions might take place in a closed meeting. This means that by law, the public cannot attend.

##### **Why is this meeting closed to the public.**

This meeting is closed as the following items are for discussion:

- discloses information about an individual's personal, financial or business affairs.
- discloses information about an individual's negotiations for land, goods, services or labour relations.

**Decision:** The committee RESOLVED to close the meeting to the Press and Public although the CEO of ALCA was invited to stay in order to give advice.

#### 5 - Agenda Items - Exclusion of press and public

1. **Town Clerk's Probationary period and review** the committee acknowledged that a process was carried out but not completed as the Clerk tended her resignation.
2. **Town Clerk's departure and handover** Cllr Martyn Plant will liaise with the Town Clerk regarding her departure and handover.
3. **Interim arrangements regarding staffing structure prior to appointment of new Clerk** the Recommendation is appoint a Locum Town Clerk and the Deputy Clerk was asked, and agreed, to increase her hours and pay in the interim period before a Locum is appointed.
4. **Recruitment of Town Clerk, involving appropriate bodies - SLCC, Council HR consultant, ALCA** This decision was deferred, the recommendation from the Staffing Committee to Full Council is first to appoint an independent investigator to run an enquiry into the incidents leading up to the resignation of the Town Clerk, and carrying out any actions which fall out from that investigation, before recruiting a permanent replacement.
5. **Staffing Structure review** This was deferred until a new Town Clerk has been appointed. The recruitment strategy was discussed, and the recommendation to Full Council is to continue to recruit a part time – permanent admin officer to support the office staff, this is a change to the current role being advertised which is for a part time, fixed term contract admin officer.
6. **Points for development (update of Employment Contract / Recruitment and Induction/Probation Policies)** The lack of HR policies was acknowledged, and the new policies will be taken to the Annual Town Meeting in May for approval.

7. **Ongoing ALCA support and Councillor training** the recommendation from the Staffing Committee to Full Council was to continue to use support from ALCA and conduct staff and member training across all areas, particularly HR, once the new committees are formed post May's reshuffle.

#### **6 - Date of Next Meeting**

To be confirmed.

Meeting closed 8.38pm