



## Midsomer Norton Town Council

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Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

### 1 - Appointment of the Chair and Vice Chair of the Staffing Committee

Proposal to appoint the Chair and Vice Chair of the Staffing Committee for Midsomer Norton Town Council

**Decision:** The Committee **RESOLVED** to appoint Cllr Shaun Hughes as Chair of the Staffing Committee, this was proposed by Cllr Lynda Robertson and seconded by Cllr Deborah Thatcher. The Committee **RESOLVED** to appoint Cllr Deborah Thatcher as Vice Chair of the Staffing Committee, this was proposed by Cllr Shaun Hughes and seconded by Cllr Lynda Robertson.

### 2 - Present

Cllrs Shaun Hughes (Chair), Deborah Thatcher and Lynda Robertson

### 3 - Apologies

No apologies were received. Cllr Charlotte Lucas was marked as absent.

### 4 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Committee and minutes will not be produced

There were two members of the Members of the Public in attendance. A verbal statement was read out.

### 5 - Confirmation of Previous Minutes

Proposal to confirm the minutes of the Staffing Committee Meeting held on 24th April 2024

**Decision:** The Committee **RESOLVED** to accept the minutes from the Staffing Committee held on 22nd April as a true record, these were signed by the Chair and dated.

### 6 - Create a Working Group to consider the recruitment of the Town Clerk

Proposal to form a working group to provide input into the recruitment process for a new Town Clerk and to approve the terms of reference circulated with the agenda and to approve membership of the Working Group.

**Decision:** The Committee **RESOLVED** that the working party would compose of all members of the Staffing Committee. Following a slight amendment, the Committee **RESOLVED** to approve the Terms of Reference.

## 7 - Review the HR Policies

Receive and note the current HR policies and identify the ones that need reviewing by the end of the year.

The Committee identified the policies to be reviewed and these will be brought back to the Staffing Committee for approval.

## 8 - Staffing Budget

Review the current staffing budget and identify any additions for next year.

The Committee noted the current staffing budget.

## 9 - Date of Next Meeting

Monday 9th September at 5.30pm, Unit 14, South Street, Midsomer Norton.

## 10 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Decision:** The Committee **RESOLVED** under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## 11 - Office for Town Council Staff

Proposal for the Staffing Committee to consider the wellbeing of the staff and find adequate office space for the foreseeable future.

**Decision:** To acknowledge that new Council office accommodation needs to be sourced and request that the Clerk identifies suitable options for consideration by the Council in September.

## 12 - To Consider a staffing report

To Consider a confidential report relating to general staffing matters and any recommendations.

**Decision:** The Committee noted the confidential report and **RESOLVED** that the probation period of the Assistant Town Warden is completed.

Meeting closed 7.05pm.