



# Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ  
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Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

**Date** Monday 9<sup>th</sup> September 2024  
**Time** 5.30pm  
**Location** Unit 14, South Street, Midsomer Norton  
**Present** Cllrs Lynda Robertson, Deborah Thatcher, Wendy Gregory and Shaun Hughes (Chair)  
**Absent** Cllrs Charlotte Lucas  
**Also, in Attendance** Lee Jakeman (Locum Clerk) and Kate Egan (Deputy Clerk)

## 1 - Welcome

Cllr Shaun Hughes as Chair of the Staffing Committee welcomed everyone to the meeting.

## 2 - Apologies

No apologies from Councillors had been received.

## 3 - Public Session

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

There being no members of the public in attendance, the meeting moved onto the next agenda item.

## 4 - Confirmation of Previous Minutes

To confirm the minutes of the Staffing Committee Meeting held on 5th August 2024

**Decision:** The Committee **RESOLVED** to accept the minutes from the Staffing Committee held on 5th August 2024 as a true record, these were signed and dated by the Chair.

## 5 - Schedule of Staffing Committee Meeting

To consider the proposal to approve the schedule of dates for the Staffing Committee Meetings

**Decision:** Following a brief discussion, the Committee **RESOLVED** to approve the dates for future Staffing Committee Meetings up to the end of April 2025.

**Dates -** Monday 14<sup>th</sup> October 2024  
Monday 9<sup>th</sup> December 2024  
Monday 10<sup>th</sup> February 2025  
Monday 10<sup>th</sup> March 2025  
Monday 14<sup>th</sup> April 2025

## **6 - Draft Appraisal Policy and Staff Appraisal Form**

To consider a draft staff appraisal policy and staff appraisal form with the recommendation the Staffing Committee approve the draft Staff Appraisal Policy and Appraisal Form and the Locum Clerk undertakes the first set of appraisals for all staff.

**Decision:** The Committee **RESOLVED** to approve the staff appraisal policy and staff appraisal form and the Locum Clerk to undertake the first set of appraisals for staff from the 1st of October.

## **7 - Update on the Employee Handbook and Human Resources Policies**

To note WorkNest as part of their annual support are currently reviewing the employee handbook and policies, once these have been received back, they will be brought to the Staffing Committee for review.

## **8 - Date of Next Meeting**

Monday 14th October 2024 at Unit 14 starting at 5.30pm.

## **9 - 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.

## **10 - Staff Payments**

To consider a recommendation that Staff TOIL accrued during the absence of permanent Clerk be paid as a cash value.

**Decision:** The Committee **RESOLVED** as per the recommendation to pay staff TOIL that had been accrued during the absence of a permanent Clerk.

## **11 - Budget Considerations in relation to staffing**

To note and approve the recommendations contained in the attached report for training for all staff.

**Decision:** The Committee noted the report and will **RESOLVED** to recommend to the Finance and Operations Committee that they are included within the budget for 2025-2026.

## 12 - Update on the Clerk Recruitment

A report and draft documentation were circulated prior to the meeting.

**Decision:** The Committee RESOLVED that –

- The Locum Town Clerk can proceed with the recruitment process noting that some additional hours would be required.
- The Interview Panel will consist of the Chair and Vice Chair of the Staffing Committee and one other member from the committee. (Councillor Wendy Gregory).
- The outline timetable for recruitment be approved (noting the intention to have a preferred candidate recommended to Full Council on 4<sup>th</sup> November).
- The proposed job description / person specification and advert circulated with the agenda were acceptable; subject to some refinement by the Locum Town Clerk.

Meeting closed 7.10pm