



Midsomer Norton Town Council Staffing Committee

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ

Phone: 01761 418701 **Email:** townclerk@msn-tc.gov.uk

Mayor: Cllr Martyn Plant **Locum Town Clerk:** Lee Jakeman

Date: 3rd December 2024

To: All Members of Midsomer Norton Town Council Staffing Committee

Dear Councillor,

You are summoned to a Meeting of the Town Council Staffing Committee, on Monday 9th December at 5.30pm in Unit 14, South Street, Midsomer Norton. The meeting will consider the items set out below.

Agenda and papers are available online at: msn-tc.gov.uk.

Please inform the Town Clerk if you are unable to attend.

Lee Jakeman
Locum Town Clerk

Membership: Councillors: W Gregory; S Hughes (Chair); C Lucas and L Robertson.

STAFFING COMMITTEE AGENDA – MONDAY 9th December 2024

1 **Apologies for Absence**

To receive apologies for absence and approve the reasons given (LGA 1972 S.85(1))

2 **Public Session**

In accordance with Standing Orders 3(c-e) members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

3 **Declarations of Interest**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Midsomer Norton Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with the Localism Act 2011 s33 (b-e) (NB this does not preclude any later declarations).

4 **Minutes**

To approve and sign as a correct record the minutes of the previous Staffing Committee held on 14th October 2024 (LGA 1972 sch 12, para 41 (1))

5 **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.

6 **Annual Appraisals**

To note the Annual Appraisal for the Deputy Clerk, Office Manager and Administrative Assistant and they were carried out by the Locum Town Clerk (report attached).

7 **Town Clerk Recruitment**

To consider the matter following any comment from the Town Council at its meeting on 2nd December 2024.

8 **Date of Next Meeting**

The next Staffing Committee Meeting is scheduled to be held on Monday 10th February 2025.



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Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

Date 14/10/2024
Time 17:30 - 19:00
Location Unit 14, South Street, Midsomer Norton
Present Shaun Hughes, Deborah Thatcher, Lynda Robertson, Charlotte Lucas, Lee Jakeman
Absent

1 - Apologies

Apologies were received from Cllr Gregory

2 - Public Session

The period of time designated for public participation at a meeting in accordance with standing orders shall not exceed 20 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

Decision: There being no members of the public present the meeting moved on to the next agenda item.

3 - Confirmation of Previous Minutes

To consider the proposal to confirm the minutes of the Staffing Committee Meeting held on 9th September 2024

Decision: Members RESOLVED to approve the minutes of the meeting held on Monday 9th September 2024

4 - Office Christmas Opening Hours

Members considered a report regarding Office Christmas hours and RESOLVED that the Town Council offices be closed from cease work on Friday 20th December 2024 until start work on Monday 2025.

Decision: Members considered a report regarding Office Christmas hours and RESOLVED that the Town Council offices be closed from cease work on Friday 20th December 2024 until start work on Monday 2025.

5 - Exclusion of the Press and Public

Decision: Members RESOLVED to exclude the press and public under Section 1 Paragraph 2 of the Public Bodies (admission to Meetings Act 1960).

6 - Flexible Working

Decision: Members RESOLVED to approve the flexible working arrangements recommend in the confidential report.

7 - Recruitment Update

Members considered a report providing an update with regard to the ongoing Town Clerk recruitment process.

8 - Date of Next Meeting

Monday 9th December at Unit 14, South Street, Midsomer Norton starting at 5.30pm