



Midsomer Norton Town Council

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

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

Minutes from the Staffing Committee

Date and Time: Monday 9th December 2024

Place: Unit 14, South Road, Midsomer Norton BA3 2EZ

Present: Councillors: W Gregory, S Hughes (Chair), C Lucas, L Robertson

Officers: Lee Jakeman (Locum Town Clerk)

Also Present: Councillors M Plant and C Scott

The meeting commenced at 17:30 hours

1 Apologies for Absence

There were no apologies for absence received.

2 Public Session

There being no members of the public present wishing to speak on matters on the agenda, the meeting moved to the next agenda item.

3 Declarations of Interest

There were no Declarations of Interest Received.

4 Minutes

RESOLVED that the minutes of the previous Staffing Committee meeting held on 14th October 2024 were a correct record of the meeting.

The Chair subsequently signed the minutes.

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

Members noted a report regarding the Annual Appraisal for the Deputy Clerk, Office Manager and Administrative Assistant carried out by the Locum Town Clerk.

7 Town Clerk Recruitment

Members reviewed the ongoing recruitment process, following comment from the Town Council at its meeting on 2nd December 2024.

8 Date of Next Meeting

The next Staffing Committee Meeting will be held on Monday 10th February 2025 (location to be confirmed)

The meeting closed at 19:00