



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 13th January 2025 at 17:30

Place: Small Hall, Somer Centre, Gullock Tying, Midsomer Norton

Present: Councillors: W Gregory, S Hughes (Chair), C Lucas, L Robertson, C Scott and M Taylor.

Absent:

Nil

Officers: Lee Jakeman (Locum Town Clerk)

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 9th December 2024 were a correct record of the meeting.

The Chair subsequently signed the minutes.

5 Date of Next Meeting

The next Staffing Committee Meeting will be held on Monday 10th February commencing at 5:30pm in the Small Hall, Somer Centre.

6 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.

7 Town Clerk Recruitment

Members considered the next steps regarding the recruitment of a permanent Town Clerk.

Members agreed to re-run the recent recruitment process in a similar manner other than to add that, the final 2 or so most suitable candidates be required to make a presentation to the Full Council as the final step of the process.

It was noted that the recruitment working group (comprising all members of the staffing committee) was still in existence and should continue.

Copies of the most recent recruitment documentation (Job Specification/ Job description/Advert etc) will be circulated to all staffing committee members who are asked to provide any suggested amendments / comments to the Locum Clerk by Monday 20th January 2025.

Furthermore an initial draft timeline for activity would be produced and circulated to members.

Members further discussed the general staffing structure, and some members were minded to explore increasing administrative staffing levels, for which there would need to be some funds budgeted.

The meeting closed at 19:30