



Midsomer Norton Town Council

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: 8th January 2025

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 13th January 2025 at 5.30pm in the small hall at the Somer Centre, Gullock Tynning, Midsomer Norton**. The meeting will consider the items set out below.

Agenda and papers are available online at: www.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, L Robertson, C Scott and M Taylor.

STAFFING COMMITTEE AGENDA – Monday 13th January 2025

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 meeting held on 9th December 2024 (LGA 1972 sch 12, para 41 (1)).

5 Date of Next Meeting

The next Staffing Committee Meeting will be held on Monday 10th February 2025, time and location to be confirmed.

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

To consider the next steps regarding the recruitment of a permanent Town Clerk.



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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 and A N Other.

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