



# Midsomer Norton Town Council

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

**Phone:** 01761 418701 **Email:** [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)

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

**Date: 8<sup>th</sup> April 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 14<sup>th</sup> April 2025 at 5.30pm** in the small hall at the Somer Centre, Gullock Tying, Midsomer Norton. The meeting will consider the items set out below.

Agenda and papers are available online at: [www.msn-tc.gov.uk](http://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 14<sup>th</sup> April 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 10<sup>th</sup> March 2025 (LGA 1972 sch 12, para 41 (1))

### **5 Date of Next Meeting**

The next Staffing Committee Meeting is scheduled to be held on Monday 9<sup>th</sup> June 2025 commencing at 5.30pm in the Small Hall, Somer Centre, Gullock Tying, Midsomer Norton.

### **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 Staffing Matters**

To receive a confidential report and consider any matters relating to contracts of employment.



# Midsomer Norton Town Council

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

**Phone:** 01761 418701 **Email:** [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)

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

## **Minutes from the Staffing Committee**

**Date and Time:** Monday 10<sup>th</sup> March 2025

**Place:** Somer Centre, Gullock Tynning, Midsomer Norton

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

**Absent:** Councillor C Lucas

**Officers:** Lee Jakeman (Locum Town Clerk) and Kate Egan (Deputy Town Clerk),

**Also Present:** There were no members of the public in attendance.

The meeting commenced at 6.00pm.

### **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 10<sup>th</sup> February 2025 were a correct record of the meeting.

The Chair subsequently signed the minutes.

#### **5 Employee Handbook and accompanying policies.**

**RESOLVED** to approve the Employee Handbook and the accompanying policies apart from the Social Media policy and the Recording of Council Meetings. These will be presented at the next Full Council Meeting with the recommendation from the staffing committee they are approved and adopted.

#### **6 Date of Next Meeting**

**RESOLVED** that the next Staffing Committee Meeting will be held on Monday 14<sup>th</sup> April 2025 commencing at 5.30pm in the Somer Centre, Gullock Tynning, Midsomer Norton.

#### **7 Exclusion of the Press and Public**

The Committee **RESOLVED** that 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.

The Deputy Clerk left the meeting at 5.55pm

#### **8 Recruitment of the Town Clerk**

Members received a report from the Locum Clerk following a sift of applications for the vacant post of Town Clerk. Members confirmed those applicants who should be invited to interview.

The meeting closed at 18:45