

4 February 2025

A meeting of the **Employment Committee will take place on
Wednesday 19 February 2025 at 7.00 pm in the Town Hall.**

Members of the public are welcome to attend the meeting and will be allowed to make statements, ask questions or provide evidence on items on the Agenda at item 2, this will be limited to 3 minutes per person.

AGENDA

1. NOTICE OF MEETING

Public notice of the meeting has been given in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2. MEMBERS OF THE PUBLIC

Members of the public will be given the opportunity to make any comments and raise any questions.

3. APOLOGIES FOR ABSENCE

Apologies for absence to be received and agreed.

4. DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

5. MINUTES FROM THE MEETING HELD ON 21 NOVEMBER 2024

To approve the minutes from the meeting held on 21 November 2024.

6. SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

To receive an outline summary of attendance data for all staff for the period since the last meeting.

7. TRAINING

- a. To review training:
 - i. Delivered and recorded.
 - ii. Planned.

8. TOWN WARDEN ROLE

- i. To review the draft job description;
- ii. To agree the advertising and interviewing timetable;
- iii. To consider the salary payments for the post.

9. BUDGET 2025/26

National Insurance – Employers Contributions update.

10. EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council can RESOLVE that the press and public be excluded from the meeting to deal with items of a confidential nature.

11. SICKNESS ABSENCE /DETAILS

To review detail of sickness absence and agree action as necessary.

12. LIBRARY MANAGERS UPDATE

Reserved matters - EMPLOYMENT COMMITTEE ONLY