

23 October 2025

A meeting of the **Employment Committee will take place on
Tuesday 28 October 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. ELECTION OF THE CHAIR

5. DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

6. TERMS OF REFERENCE

To review the current terms of reference.

7. MINUTES FROM THE MEETING HELD ON 19 FEBRUARY 2025

To approve the minutes from the meeting held on 19 February 2025.

8. SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

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

9. TRAINING

a. To review training:

- i. Delivered and recorded.
- ii. Planned.

10. BUDGET 2026/27

To review the budget requirements for 2026/27.

11. TO REVIEW THE TERMS AND CONDITIONS OF THE TOWN HALL STEWARDS CONTRACT

To review the Incapacity Section of the Town Hall Stewards Contract to bring this in line with the Town Council employees.

11. 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.

12. SICKNESS ABSENCE /DETAILS

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

Reserved matters - EMPLOYMENT COMMITTEE ONLY

13. REMUNERATION

To consider payment of seasonal bonus.