

AXMINSTER TOWN COUNCIL

The Guildhall,  
Axminster,  
Devon.  
15 October 2020

Dear Councillor,

You are hereby summoned to an extra-ordinary virtual meeting of the Employment Committee which has been arranged for 7.30 p.m.on Tuesday 20<sup>th</sup> October 2020 using remote conferencing technology as authorised by the regulations set out in Clause 78 of the Coronavirus Act 2020. The meeting will be held using zoom technology.

Joining details will be on the Town Council website on the day of the meeting.

Members and the public are reminded that **remarks must be addressed through the person chairing the meeting.** To assist in this process, please have a piece of card or something similar that you can raise to show that you wish to speak, then wait to be invited to speak by the Chairman.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.**
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.**
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.

1. APOLOGIES:

2. PUBLIC FORUM.

3. MINUTES OF PREVIOUS MEEETINGS

4. MATTERS OF URGENCY

Deputy Mayor to propose that under the provisions of the Public Bodies (Admission to Meetings ) Act 1960, (as amended by the Local Government Act 1972 the public, (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

5. MATTERS ARISING FROM PREVIOUS MEETINGS:

6. TO DISCUSS STAFFING MATTERS.

Yours sincerely,

*Hilary Kirkcaldie*  
Town Clerk