**Gloucestershire Association of Parish & Town Councils**

**Minutes of the Executive Committee meeting held on Thursday 19 September 2024 at 6.00pm in GAPTC’s Quedgeley offices**

**Present:**

Alan Porter (AP) - Chairman

Gareth Cope (GC)

Ray Cotton (RC)

Richard Crighton (RCr)

Amanda Davis (AD)

Jim Harmsworth-Cowles (JH-C)

Carol Harris (CH)

Liz Hodges (LH)

Richard Page (RP)

Steve Ponting (SP)

Victoria Ranford (VR)

Madan Samuel (MS)

Tasha Saunders (TS)

**In attendance:**

Chris Haine – Chief Executive Officer (CEO)

Laura Reilly – Taurus HR (LR)

**Apologies**

An apology was received from Isaac Bamfield.

**Chairman’s welcome**

AP welcomed two new members of the Executive Committee, Gareth Cope and Victoria Ranford.

**Report from Taurus HR**

The Committee noted a written report from Taurus HR (previously circulated) containing summary conclusions reached by Taurus, who were engaged to conduct the grievance process following the registration of a grievance from an employee.

**Options to conclude the grievance process**

LR presented a series of five options to conclude the grievance process and explained the legal implications of each option.

AP thanked LR for her presentation.

Following discussion of the options, it was proposed by RP, seconded by RC and RESOLVED that:

1. GAPTC send a letter of termination confirming that the employee’s employment is now at an end;
2. all monies that the employee is legally entitled to should be paid forthwith; and
3. Taurus HR be instructed to draft a suitable letter of termination.

**Minutes of the last meeting**

Proposed by SP and seconded by RC, the minutes of the meeting of the Executive Committee held on 30 May 2024 were approved as a true record of that meeting.

**Election of Chairman**

AP was proposed by RP and seconded by JH-C.

SP was proposed by AD and seconded by TS, but declined the nomination.

There being no further candidates, Alan Porter was elected Chairman.

**Election of Vice-Chairman**

RP was proposed by AP and seconded by RC.

There being no further candidates, Richard Page was elected Vice-Chairman.

**Date of next meeting**

It was noted that the next meeting of the Executive Committee would be held on Monday 25 November 2024 at 6.00pm by Zoom.

There being no further business, the meeting closed at 7.52pm.