



Banwell Parish Council

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Banwell Youth & Community Centre,
Westfield Road, Banwell.
North Somerset. BS24 0NJ

19th of September 2023

Dear Member,

You are summoned to attend a Meeting of the Employment Committee at Banwell Youth & Community Centre, West Street to be held on Monday 25th of September 2023 at 7pm.

Liz Shayler
Clerk to the council

AGENDA

1. Apologies for absence
2. Members' declarations of interest on any agenda item.
3. To approve as a correct record the minutes of the meeting of the Employment Committee held on the 11th of September 2023 (attached pages 1 & 2).
4. To note the resignation of the Communications, Marketing and Grant Funding Officer.
5. To agree any interim measures before the employment of another Officer (page 3).
6. To discuss the current Communications & Marketing Officer role which includes elements of planning and administration and agree a way forward (page 4).
7. To agree an application pack including job description, person specification & application form (page 5 - 10).
8. To agree the timetable for the hiring of a new officer (page 11).
9. To agree the date of the next meeting.

Members are reminded that the Committee has a general duty to consider the following matters in the exercise of any of its functions - Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.