



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 6th MARCH 2023

Present: Cllrs Paul Blatchford, Paul Harding (Chairman) & Maggie McCarthy

In attendance: Liz Shayler (Clerk).

01/22 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/22 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/22 To approve as a correct record the Employment Committee meeting minutes from the 16th of January 2023 (agenda item 3).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous).

The minutes of the meeting were signed by the Chairman as a correct record.

04/22 To recommend to Full Council the employment of David Murphy as the Communications, Marketing and Grant Funding Officer and agree a salary point (agenda item 4)

Resolved – To recommend to Full Council the employment of David Murphy from the 13th of March 2023 (to allow a hand over from the present Communications, Marketing and Grant Funding Officer at salary point 8.

The resolution was correctly proposed and seconded (unanimous)

05/22 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 6 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 5).

Resolved – That the press and public be excluded from the meeting.

The resolution was correctly proposed and seconded (unanimous)

06/22 To undertake the Clerk's six-monthly appraisal (agenda item 6)

The Clerk was thanked for her commitment to the Parish Council.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets (see attached).

07/22 To undertake the annual review of the Clerks Salary (agenda item 7)

Resolved – To increase the Clerks salary by one spinal point to LCP point scale 32 from the 1st of April 2023.

The resolution was correctly proposed and seconded (unanimous)

08/22 To agree the date of the next meeting (agenda item 8)
4th of September 2023 TBD at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:30Chairman
.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR March 2023 to September 2023

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 6th of March 2023

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Blatchford

1. KEY WORK TARGETS FOR NEXT YEAR

- Mentor new Communications, Marketing and Grant Funding Officer.
- To investigate the addition of solar panels to the Youth Community Centre roof.
- To investigate a path around the Recreation Ground.
- To continue to liaise with North Somerset Bypass team as well as the Local Plan team.

2. NEW RESPONSIBILITIES (if any)

- To work with a Councillor to investigate where reserves and cemetery funds might be allocated.

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS **OBJECTIVE(S)**

REVIEW DATE: September 2023

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.

TARGETS REDACTED