



Banwell Parish Council

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Banwell Youth & Community Centre,
West Street, Banwell,
North Somerset. BS24 6DB

28th of May 2024

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 3rd of June 2024 at 7:15pm.

Liz Shayler
Clerk to the Council

A G E N D A

1. Apologies for absence
2. To elect a Chair for 2024/25.
3. To elect a Vice-Chair for 2024/25.
4. Members' declarations of interest on any agenda item.
5. To approve as a correct record the minutes of the meeting of the Employment Committee held on the 4th of March 2024 (attached pages 1 & 2).
6. To note the resignation of the Administration Officer.
7. To agree any interim measures before the employment of another Officer (to follow).
8. To discuss the current Administration role and agree a way forward.
9. To agree the timetable for the hiring of a new officer.
10. 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.