



# Banwell Parish Council

Banwell Youth and Community Centre,  
West Street, Banwell. BS29 6DB

Website: [www.banwellparishcouncil.org.uk](http://www.banwellparishcouncil.org.uk)

E-mail: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk)

Tel: (01934) 820442

27<sup>th</sup> of August 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 2<sup>nd</sup> of September 2024 at 7:15pm.**

*Liz Shayler*

Clerk to the council

## A G E N D A

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 3<sup>rd</sup> of June 2024 (attached pages 1 & 2).
4. To discuss the current admin role and agree a way forward (page 3 & 4).
5. Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 6 - 9 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).
6. To note the Communication Officer six-monthly appraisal targets (attached separately).
7. To discuss the end of the Communications, Marketing and Grant Funding Officers 6-month probation.
8. To undertake the Clerk's six-monthly appraisal and agree any targets (attached separately).
9. To undertake the shortlisting process for the Environmental and Biodiversity Officer Role (attached separately, applications to follow Friday).
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.