



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:15pm ON MONDAY 3<sup>rd</sup> of JUNE 2024

**Present:** Cllrs Paul Blatchford (Chairman), Simon Arlidge and Paul Harding.

**In attendance:** Liz Shayler (Clerk)

**23/23 To receive and accept apologies for absence (agenda item 1).**

Apologies were received from Cllr Maggie McCarthy.

**24/23 To appoint a Chairman of the Employment Committee for 2024-25 (agenda Item 2)**

**Resolved** – To appoint Cllr Blatchford as Chairman.

**The resolution was correctly proposed and seconded (Unanimous)**

**25/23 To appoint a Vice Chairman of the Employment Committee for 2024-25 (agenda item 3)**

**Resolved** – To appoint Cllr McCarthy as Vice Chairman.

**The resolution was correctly proposed and seconded (Unanimous)**

**26/23 To receive members' declarations of interest on any agenda item (agenda item 4)**

No member's declarations of interest were received.

**27/23 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 23<sup>rd</sup> of March 2024 (agenda item 5).**

**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.

**28/23 To note the resignation of the Administration Officer (agenda item 6).**

The resignation of the Administration Officer was noted.

**29/23 To agree any interim measures before the employment of another Officer (agenda item 7).**

**Resolved** – For the next three months, on a fixed term contract, to hire Thomas Shayler as a temporary Administration Officer.

**The resolution was correctly proposed and seconded (unanimous).**

**30/23 To discuss the current Administration Officer role and agree a way forward (agenda item 8).**

The current role was discussed at length.

**Resolved** – To reassess the hire of Administration Officer in March 2025.

**The resolution was correctly proposed and seconded (unanimous).**

**Resolved** – To move up the timetable for the employment of an Environment and Biodiversity Officer.

**The resolution was correctly proposed and seconded (unanimous).**

**31/23 To agree the timetable for the hiring of a new officer (agenda item 9).**

**Resolved** – To hire an Environment and Biodiversity Officer. The advert to go live on July the 16th. The Clerk to have delegated authority to publish the advert after the committee have viewed and suggested any changes to the Application Pack.

**The resolution was correctly proposed and seconded (unanimous).**

**32/23 To agree the date of the next meeting (agenda item 10)**

TBD September 2<sup>nd</sup> at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date

## Admin role discussion

**This was not due to be discussed until March 2025 but due to the PC resolution to move to .gov.uk then it is coming before the committee again.**

I have been very interested in looking at the future of a PC admin role given current AI capabilities. As such I asked Chatgpt and this was the response.

In the context of a parish council, where roles are often more flexible and budgets may be limited, it's possible that AI-driven efficiencies could reduce the need for separate administrative roles if you already have a clerk handling many of the core functions. Here's how this could work, and where potential gaps might remain.

### 1. Clerk's Role and Overlap with Admin Tasks

A clerk to the parish council typically handles tasks like:

- Preparing meeting agendas and minutes
- Managing correspondence
- Ensuring compliance with regulations
- Handling financial records (e.g., budgeting, payroll)
- Coordinating events and activities
- These duties often overlap with traditional administrative functions. If the clerk is efficient and supported by modern AI tools or automation software, they might be able to absorb a lot of what a separate admin role would do.

### 2. AI Tools Enhancing Clerk Efficiency

With the right tools, AI can support a clerk in managing administrative functions:

- Document drafting and formatting: AI can auto-draft agendas or format minutes.
- Calendar and scheduling automation: Tools like Google Calendar or Microsoft Outlook, paired with AI assistants, can manage meetings, book venues, and send reminders.
- Automated financial tools: Many finance-related tasks, like generating reports, managing expenses, and payroll, can be automated using software (Scribe, Basic Tools).
- Data entry and records management: AI (Chatgpt / google) can help manage large amounts of data, correspondence, and records in an organised manner with minimal human input.
- This would allow the clerk to take on responsibilities without the need for a separate admin.

### 3. Potential Limitations Without a Separate Admin

While AI could enhance the clerk's abilities, there are still some potential gaps that might require human involvement:

**Workload and capacity:** Even with AI, the clerk's workload might become overwhelming, especially during busy periods like elections, budget reviews, or community events.

**Complex or sensitive tasks:** Some tasks might require more human attention, such as handling delicate community issues, interfacing with the public, or managing disputes (However, given it is sensitive it is likely to be completed by the Clerk).

**Specialised knowledge:** If the admin role involves tasks outside the clerk's expertise (such as advanced tech troubleshooting or complex legal compliance), it might still require a separate role or outsourced support (Not currently an issue with BPC).

### 4. Evolving Roles

Instead of having a separate, dedicated admin role, the clerk could absorb administrative functions with the help of AI. The clerk would act as a manager of the AI and automation systems whilst it freed up time for more human-centred tasks like community engagement, legal compliance, and strategic planning.

Alternatively, if the workload justifies it, the parish might consider part-time admin support during peak times (e.g. the switch to .gov.uk or digitalising PC records).

### 5. Conclusion

It is conceivable that the clerk's role is expanded to encompass both clerical and administrative duties with the help of AI, making a separate admin role unnecessary in many cases. However, this depends on the workload, the complexity of tasks, and the effectiveness of AI in reducing manual effort. For smaller

councils with limited resources, consolidating the roles may make sense, while larger councils might still need additional human support.

With the current use of AI to streamline my work, that general admin role is reliant on me managing the individual and that currently I have the capacity within my current role to start completing work that has been delayed then I don't think there is a need for an additional admin post.

However, I recognise the need for building in resilience for the office team so I put in the PC job description for the admin role into Chatgpt and I asked to it to give the role a name.

- Community Centre Support Officer
- Parish Council Facilities Officer
- Youth & Community Centre Operations Officer
- Youth & Community Centre Administrative Officer
- Parish Facilities and Administration Officer

### **Recommendations**

- To not hire a separate admin role.
- To reassess the need for additional workforce capability in March 2025 with a view to hiring someone responsible for facilities for example the YCC.

### **To be considered**

Up to 12hours admin is estimated to be needed for the switch from .org.uk to gov.uk this is predominately identifying where the email address is found recreated e.g. our website / policies / signage around the village etc.. which could theoretically be completed by Councillor volunteers.