



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 25th SEPTEMBER 2023

Present: Cllrs Paul Blatchford (Chairman), Paul Harding & Maggie McCarthy
In attendance: Liz Shayler (Clerk)

27/23 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

28/23 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

29/23 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 11th of September 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.

30/23 To note the resignation of the Communications, Marketing and Grant Funding Officer (agenda item 4).

The resignation of the Communications, Marketing and Grant Funding Officer was noted.

31/23 To agree any interim measures before the employment of another Officer (agenda item 5).

Resolved – To agree the following measures.

- Temporary increase to the Clerks hours to cover shortfall.
- Occasional Office Cover undertaken by trained Councillors.
- Combining the planning Committee and PC meeting when there only a few applications.
- Councillors to check monthly Grant Funding list.
- Cllr Harding to keep the Recreation Ground Noticeboard updated.

The resolution was correctly proposed and seconded (unanimous).

31/23 To discuss the current Communications & Marketing Officer role which includes elements of planning and administration and agree a way forward (agenda item 6).

The current role was discussed at length both as a combined role and also separating it into two roles - Communications, Marketing & Grant finding and Assistant Clerk.

Resolved – To hire a locum Communication, Marketing & Grant funding Officer for four months.

The resolution was correctly proposed and seconded (unanimous).

Resolved – To hire a locum Assistant Clerk until January 2023.

The resolution was correctly proposed and seconded (unanimous).

32/23 To agree an application pack including job description, person specification & application form (agenda item 7).

Postponed until December when the job role will be reviewed.

33/23 To agree the timetable for the hiring of a new officer (agenda item 8).

Postponed until December.

34/23 To agree the date of the next meeting (agenda item 9)

7pm either December 4th or 11th at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date