



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 10am ON MONDAY 9<sup>th</sup> of SEPTEMBER 2024

**Present:** Cllrs Paul Blatchford (Chairman), Paul Harding and Maggie McCarthy.

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

**33/24 To receive and accept apologies for absence (agenda item 1).**

Apologies were received from Cllr Simon Arlidge.

**34/24 To receive members' declarations of interest on any agenda item (agenda item 2)**

No member's declarations of interest were received.

**35/24 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 (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.

**36/24 To discuss the current admin role and agree a way forward (agenda item 4).**

**Resolved:** To reassess the need for additional workforce capability in March 2025.

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

**Resolved:** To, if necessary, allow the Clerk overtime hours to complete the movement from .org.uk to gov.uk without it triggering an employment committee meeting after three months.

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

**37/24 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 (agenda item 5).**

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

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

**38/24 To note the Communication Officer six-monthly appraisal targets (agenda item 6).**

The Communication Officer six-monthly appraisal targets were noted.

**39/24 To discuss the end of the Communications and Marketing Officers 6-month probation (agenda item 7).**

**Resolved** – To agree the end of Communications and Marketing Officers probation.

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

**40/24 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 8).**

The Clerks six monthly appraisal was undertaken, and appraisal targets noted.

**41/24 To agree the date of the next meeting (agenda item 10)**

March 3<sup>rd</sup> 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 10:15

.....Chairman

.....Date

DRAFT