



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 25th of MARCH 2024

Present: Cllrs Paul Blatchford (Chairman), Paul Harding & Maggie McCarthy

In attendance: Liz Shayler (Clerk).

16/24 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Arlidge.

17/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

18/24 To approve as a correct record the Employment Committee meeting minutes from the 4th of March 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.

19/24 To appoint a Communications and Marketing Officer (agenda item 4)

Resolved – To appoint Sally-Ann Marks as the new Communications and Marketing Officer.

The resolution was correctly proposed and seconded (unanimous)

20/24 To appoint an Administration Officer (agenda item 5)

Resolved – To appoint Gerry Cronin as the new Administration Officer.

The resolution was correctly proposed and seconded (unanimous)

21/24 To agree any training necessary for the new Officers (agenda item 6)

Resolved – To agree that both Officer undertake the Introduction to Local Council Administration Training through SLCC at £120 per person.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that both Officer undertake ChatGPT training if necessary.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that the Comms Officer, if available, undertakes Managing the Media when Dealing with an Issue or Crisis on the 15th of April.

The resolution was correctly proposed and seconded (unanimous)

Resolved – To agree that the Admin Officer, if available, undertakes Water Compliance and Legionella Control on the 24th of April.

The resolution was correctly proposed and seconded (unanimous)

22/24 To agree the date of the next meeting (agenda item 7)
2nd of September 2024 TBD at Banwell Youth & Community Centre

The Chairman closed the meeting at 18:30

.....Chairman

.....Date