



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:15pm ON MONDAY 3rd 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 Harding 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 23rd 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 2024.

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 2nd at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:00

.....Chairman

.....Date