



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 5th FEBRUARY 2024

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

01/24 To receive apologies for absence (agenda item 1).

No apologies were received.

02/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/24 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 25th 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.

04/24 To review current staffing roles and agree on a way forward (agenda item 4).

The Committee deliberated on the four delineated roles as presented in the report and deemed each to be essential. Emphasis was placed on prioritising the recruitment of the Communications and Marketing Officer, along with the Administrative Officer roles. There was consensus that the position of Environment Officer could either be amalgamated with the Communications Officer role or deferred for future consideration.

Regarding the Finance Officer role, the Committee would postpone recruitment pending consultation between the Clerk and the internal auditor. This discussion aims to determine whether the Parish Council's financial operations should transition from receipts and payment to income and expenditure within the upcoming fiscal year, either in 2024/25 or 2025/26."

Resolved – To agree to immediately hire a Communications and Marketing Officer for 6hrs a week at pay scale 13. and Administrative Assistant for 6hrs a week both at pay scale 13.

The resolution was correctly proposed and seconded (unanimous).

05/24 To agree on any temporary measures before the full employment of another Officer (agenda item 5).

No temporary measures were deemed to be necessary.

06/24 To discuss the recruitment and hiring process (agenda item 6).

Resolved – To start the hiring process on the 12th of February with advertising as previous posts.

The resolution was correctly proposed and seconded (unanimous).

07/24 To agree the setting up of Traffic Management for Community Events (TMCE) training for the Clerk and Parish Council volunteers for £625 + £40 per person (agenda item 7).

Resolved – To agree the cost of TMCE training for the Clerk and Parish Council volunteers on February 21st 2024.

The resolution was correctly proposed and seconded (unanimous).

08/24 To agree the date of the next meeting (agenda item 9)

TBD on March 4th at Banwell Youth & Community Centre

The Chairman closed the meeting at 21:00

.....Chairman

.....Date