



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 8pm ON MONDAY 7th MARCH 2022

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

01/22 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/22 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/22 To approve as a correct record the Employment Committee meeting minutes from the 20th of September 2021 (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.

04/22 To note the Communications, Marketing and Grant Funding Officer's appraisal targets (agenda item 6).

The Communications, Marketing and Grant Funding Officer's appraisal targets were noted (see attached).

05/22 To discuss the Unison 1.75% minimum pay increase to the spinal column points and agree to use this year's budget for funding. A final increase has yet to be agreed and so this will be on the understanding that the increase may be modified in next year's budget depending on the final outcome (agenda item 5)

The Clerk tabled the new NALC / SLCC suggested pay scales for the financial year 2021/2022

Resolved – To use this year's budget and the new 2021/2022 NALC / SLCC pay scales for the Clerks & Communications Officers salary backdated to the 1st of April 2021.

The resolution was correctly proposed and seconded (unanimous)

06/22 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 7 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 6).

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

The resolution was correctly proposed and seconded (unanimous)

07/22 To undertake the Clerk's six-monthly appraisal (agenda item 7)

The Clerk was thanked for her commitment to the Parish Council and for continuing to run the food bank and its associated initiatives. She was also thanked for the way in which she and the Communications Officer have worked effectively together to keep the community informed.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets (see attached).

08/22 To undertake an evaluation of the Officer's Salaries (agenda item 8)

Resolved – To increase the Communications Officers salary by one spinal point to LCP point scale 11 from the 1st April 2022

The resolution was correctly proposed and seconded (unanimous)

Resolved – To increase the Clerks salary by one spinal point to LCP point scale 31 from the 1st April 2022.

The resolution was correctly proposed and seconded (unanimous)

09/22 To discuss the Clerks unused holiday carried over from the financial year 2020/21, due to Covid (agenda item 9).

Resolved – That due to the exceptional circumstances which led to unused holiday in the financial year 2020 / 2021 that the Clerk use a minimum of 8 of these hours before the end of the financial year and that the remainder of the unused holiday be reimbursed.

The resolution was correctly proposed and seconded (unanimous)

**10/22 To agree the date of the next meeting (agenda item 10)
5th of September 2022**

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

BANWELL PARISH COUNCIL
SECTION 3: ACTION PLAN FOR Daisy May Finniear, March 2022

NAME: Daisy May Finniear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 21st February 2022

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

1. To action any suggestions agreed by Clerk / Council from e-newsletter evaluation.
2. To investigate how the business directory is structured and look to make it more user friendly.
3. To run the marketing / communications for the Jubilee events and to manage the work of the D of E student supporting the events.
4. To ensure that the timeline on the comms strategy is followed in its entirety.
5. To work with new Councillors and encourage current councillors to create videos.

2. NEW RESPONSIBILITIES (if any)

To complete the environmental action plan for agreement by the Parish Council.

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

Any relevant additional Grant funding training.
Canva course / branding free internet course / videos
Climate Change Summit

5. ADDITIONAL COMMENTS

Daisy has been a real asset to the Council. There have been very positive comments from the third parties in relation to how the Parish Council communicates with its residents. In particular Breakthrough Communications used Daisy's Engagements Policy as an exemplar and have an interview with her which has gone to all Parish / Town Council signed up to their community hub. The 'Get to Know Your Council' communications (the previous set of targets) resulted in three new Councillors joining in the Council.

REVIEW DATE: September 2022

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy of whole appraisal to the employee and employment file. Issue a copy of Section 3 to the Employment Committee. Set the next review date, depending on the information above.

BANWELL PARISH COUNCIL

ACTION PLAN FOR September 2021 to March 2022

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 7th March 2022

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Blatchford

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to run the various Parish Council initiatives Tea & Tech and You Can Do IT and evaluate their effectiveness in May to assess their future.

To source funding and support YMCA Dulverton for two new initiatives for Youth Club – Summer holiday sessions & residential weekend and two new cookery courses.

To organise the Jubilee Community Picnic and to support the Comms Officer with the Jubilee Wander and the Banwell Caves with their visits.

2. NEW RESPONSIBILITIES (if any)

To continue to liaise with North Somerset Bypass team as well as the Local Plan team.

3. ADDITIONAL ACTION POINTS (if any)

To attend the National Conference in person.

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training

To meet H & S objectives on Risk Assessment

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CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

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BANWELL PARISH COUNCIL

SECTION 3: ACTION PLAN FOR Daisy May Finniear, September 2022

NAME: Daisy May Finniear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 15th August 2022

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

To run the marketing / communications for the Autumn Window Trail and Christmas Market and work with Zander to complete his D of E bronze.

To work with new Councillors to ensure everyone has a biography and possible video.

To set up the teracycle scheme.

To engage with twitter more to post at least once a week.

2. NEW RESPONSIBILITIES (if any)

To organise and run the 2nd environmental working party meeting and approve action plan for agreement by Parish Council.

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS
NEEDS

OBJECTIVE(S)

Free internet course / videos on Canva/ branding
Any relevant grant funding training

Tools to support comms / marketing info

5. ADDITIONAL COMMENTS

Daisy continues to be a real asset to the Council with a exceptional successful 6 months of grant funding resulting in the Parish Council being awarded, in total, £29,914.

Daisy is pleased with how everything is going and the way in which she and the Clerk work together and how Facebook and the newsletter continues to grow in popularity. She is also looking forward to working with the new Councillors on their videos and signing off the action plan..

Whilst her hours are not enough, she is unable to take on anymore. Possible solutions suggested by the Clerk is that Councillors take a more active role in seeking out grants.

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