



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 8pm ON MONDAY 5th SEPTEMBER 2022

Present: Cllrs Paul Blatchford (Chairman), Kevin Gibbons, Paul Harding & Maggie McCarthy
In attendance: Liz Shayler (Clerk) and Cllrs Mike Bailey & Tara Wright.

11/22 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

12/22 To appoint a Chairman of the Employment Committee for 2022-23 (agenda Item 2)

Resolved – To appoint Cllr Blatchford as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

13/22 To appoint a Vice Chairman of the Employment Committee for 2022-23 (agenda item 3)

Resolved – To appoint Cllr McCarthy as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

14/22 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

15/22 To approve as a correct record the Employment Committee meeting minutes from the 7th of March 2022 (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.

16/22 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).

17/22 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 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 7)

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

The resolution was correctly proposed and seconded (Unanimous)

18/22 To undertake the Clerk's six-monthly appraisal (agenda item 8)

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

19/22 To agree the date of the next meeting (agenda item 9)

6th March 2023 at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:25

.....Chairman

.....Date

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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.

REVIEW DATE: March 2023

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.

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ACTION PLAN FOR March 2022 to September 2022

NAME: Liz Shayler

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

DATE OF INTERVIEW: 5th of September 2022

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Blatchford

1. KEY WORK TARGETS FOR NEXT YEAR

To run another Information Cafe and Christmas Market to increase the numbers attending from last time.
To co-ordinate the re-decoration of the YCC.
To continue Local Plan & Management Development Plan Bypass team
To work with the Comms Officer to implement the environmental action plan

2. NEW RESPONSIBILITIES (if any)

To investigate warm spaces / hubs and their funding.

3. ADDITIONAL ACTION POINTS (if any)

To work with a Councillor to investigate where reserves and cemetery funds might be allocated.

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

Attend National Conference

5. ADDITIONAL COMMENTS

I am proud of the initiatives that the Parish Council have been able to continue to offer. In particular the Tea & Tech, You can Do IT and the work we did to ensure that everyone was able to attend the Jubilee events at no cost (if they were struggling).

REVIEW DATE: March 2023

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.