



MINUTES OF THE PERSONNEL COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE CHURCH ROOMS AT 10am ON TUESDAY 13th JUNE 2023.

PRESENT: Councillors: Andy Scarisbrick(Chairman), ID Clarke, and Mary Sheppard

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)

3.1 Apologies for absence

Apologies were received from Councillor Jo Gower-Crane

3.2 To elect a Chair for 2023/24.

Resolved – To elect Cllr Scarisbrick as Chair of the Personnel Committee for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

3.3 To elect a Vice-Chair for 2023/24.

Resolved – To elect Cllr Sheppard as Vice Chairman of the Personnel Committee for 2023/24.

The resolution was correctly proposed and seconded (unanimous)

3.4 Members' declarations of interest on any agenda item.

No declarations of interests were received.

3.5 To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 24th of May 2021.

Resolved: To approve the Personnel Committee minutes of 24th of May 2021.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

3.6 To agree the hire of a new Clerk and Responsible Finance Officer and agree the hours and salary range for the post.

Resolved: To agree that the job will be offered within LC 2 substantive scale 24 to 28 for 18 hours a week, starting at point 24.

The resolution was correctly proposed and seconded (unanimous)

3.7 To agree an application pack including job description, person specification & application form for the hiring of a Clerk.

Resolved: To agree the application pack with the following amendments.

Job description - change 'Parish Assembly' to 'Annual Parish Meeting'. To add asset register, risk assessments, policy and maintenance schedules. Also add to point 9 "and where possible advise of potential initial and ongoing/maintenance costs". Remove point 10.

Person specification – define earthlight.

The resolution was correctly proposed and seconded (unanimous)

3.8 To agree the timetable, advert & associated costs for the hiring of a new clerk.

Resolved: To agree the timetable and that the advert will be put on the Parish Council website, social media and noticeboards, the Avon Local Councils' Association website and round robin email. To pay £50 for the advert to go on North Somerset Councils website.

The resolution was correctly proposed and seconded (unanimous)

3.9 To agree, if necessary, a handover between the Locum Clerk / Finance Officer and the new Clerk.

Resolved: To agree, if necessary, a handover of up to 10hrs.

The resolution was correctly proposed and seconded (unanimous)

3.10 To agree the date of the next meeting.

Informal meeting for shortlisting on Wednesday 19th July 2023.

Next meeting (confidential session) Interviewing on the evening of Wednesday 26th July 2023.

Ratification of the decision at the Parish Council meeting on 14th August 2023.

The Chairman closed the meeting at 11:15

.....Chairman

.....Date