



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
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17th January 2024

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Council's Personnel and Contracts Committee, to be held at the Church Rooms, Coronation Road, Bleadon. BS24 0PG on Wednesday 24th January, 2024 at 7.00pm, when the following business will be transacted.

C P Bolt
Parish Clerk & RFO

A G E N D A

1. Apologies for absence
2. Members' declarations of interest on any agenda item.
3. To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 26th July 2023 (page 2).
4. To note the changes to the terms of reference of the Personnel and Contracts Committee to enable it to agree specifications and procurement arrangements for externally commissioned service contracts.
5. Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 6 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).
6. To consider proposed changes to existing external service contracts and agree procurement arrangements for the appointment of contractors for 1st April 2024 (Confidential report to follow).
7. To agree the date of the next meeting.

Members are reminded that the Committee has a general duty to consider the following matters in the exercise of any of its functions - Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.



MINUTES OF THE PERSONNEL COMMITTEE OF BLEADON PARISH COUNCIL
HELD IN THE CHURCH ROOMS AT 5:45pm ON TUESDAY 26th JULY 2023.

PRESENT: Councillors: Andy Scarisbrick (Chairman), ID Clarke, Jo Gower-Crane and

Mary Sheppard

IN ATTENDANCE: Mrs Liz Shayler (Locum Clerk)

4.1 Apologies for absence

No Apologies were received

4.2 Members' declarations of interest on any agenda item.

No declarations of interests were received.

4.3 To approve as a correct record the minutes of the meeting of the Personnel Committee held on the 13th of June 2023.

Resolved: To approve the Personnel Committee minutes of 13th of June 2023.

The resolution was correctly proposed and seconded (unanimous)

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

4.4 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda items 5 - 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).

Resolved: That members of the press and public be excluded from the meeting during consideration of agenda items 5 - 7.

The resolution was correctly proposed and seconded (unanimous)

4.5 To undertake the interviews for the post of a new Clerk and Responsible Finance Officer.

Three interviews were undertaken.

4.6 To offer the post within LC2 substantive Scale 24 for 18 hours a week.

Resolved: To offer the post to Craig Bolt within LC2 substantive scale 24 for 18 hours a week.

The resolution was correctly proposed and seconded (unanimous)

4.7 To agree a contract for the position.

Resolved: The contract was agreed with editing amendments.

The resolution was correctly proposed and seconded (unanimous)

4.8 To agree the date of the next meeting.

First Appraisal and end of probation meeting in February 2024.

The Chairman closed the meeting at 21:00

.....Chairman

.....Date