



Banwell Parish Council

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT BANWELL CHILDRENS CENTRE AT 7.30 P.M. ON THURSDAY 27th SEPTEMBER 2018

Present: Cllrs Paul Blatchford, Paul Harding and Jim Weston

In attendance: Liz Shayler (Clerk) & Cllr Maggie McCarthy

9/18 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

10/18 To appoint a Chairman of the Employment Committee for 2018-19 (agenda Item 2)

Resolved – To appoint Cllr Harding as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

11/18 To appoint a Vice Chairman of the Employment Committee for 2018-19 (agenda item 3)

Resolved – To appoint Cllr Blatchford as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

12/18 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

13/18 To approve as a correct record the Employment Committee meeting minutes from the 22nd February 2018 (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.

14/18 To approve the Clerks spinal pay increase for completing CiLCA (certificate of Local Council Administration October (agenda item 6)

Resolved – To approve the Clerks spinal pay increase for completing CiLCA backdated to when the qualification was achieved.

The resolution was correctly proposed and seconded (Unanimous)

15/18 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)

16/18 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 for the next six months.

The resolution was correctly proposed and seconded (Unanimous)

17/18 To agree the date of the next meeting (agenda item 9)

7:30pm April 26th 2018 at Banwell Children's Centre.

The meeting closed at 8:15pm.

Chairman.....

Date.....

BANWELL PARISH COUNCIL
ACTION PLAN FOR September 2018 to February 2019

NAME: Liz Shayler

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

DATE OF INTERVIEW: 27th September 2018

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Paul Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to investigate the movement of the Parish Office from the Village Hall to Children's Centre
To write the privacy notices for the website
Identify savings which the Parish Council can make for the 2019/2020 budget
In association with the Chairman identify tasks which the Councillors may perform

2. NEW RESPONSIBILITIES (if any)

None at the present time

3. ADDITIONAL ACTION POINTS (if any)

None at the present time

4. TRAINING AND DEVELOPMENT NEEDS

<u>NEEDS</u>	<u>OBJECTIVE(S)</u>
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None at the present time

6. ADDITIONAL COMMENTS

REVIEW DATE: February 2019

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.