



Banwell Parish Council

Website: www.banwellparishcouncil.org.uk

E-mail: clerk@banwellparishcouncil.org.uk

Tel: (01934) 820442

Banwell Youth & Community Centre,
Westfield Road, Banwell.
North Somerset. BS24 0NJ

11th of January 2023

Dear Member,

You are summoned to attend a Meeting of the Employment Committee at Banwell Youth & Community Centre, West Street to be held on Monday 16th January 2022 at 7pm.

Liz Shayler
Clerk to the council

AGENDA

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 Employment Committee held on the 5th September 2022 (attached pages 1 - 4).
4. To note the resignation of the Communications, Marketing and Grant Funding Officer.
5. To agree to increase the hours to 18 of the current Communications & Marketing Officer role to include elements of the proposed Planning & Administration Officer role.
6. To agree an application pack including job description, person specification & application form (page 5 - 12).
7. To agree the timetable for the hiring of a new officer (page 13).
8. 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.