



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 12th of OCTOBER 2026

Present: Cllrs Mike Bailey (Chairman), Andrew Base and Tara Wright.

In attendance: Liz Shayler (Clerk)

11/26 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

12/26 To elect a Chair for 2026/27 (agenda item 2).

Resolved – That Cllr Bailey be elected as Chairman.

The resolution was correctly proposed and seconded (unanimous).

13/26 To elect a Vice-Chair for 2026/27 (agenda item 3).

Resolved – That Cllr Base be elected as Vice-Chairman.

The resolution was correctly proposed and seconded (unanimous).

14/26 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

15/26 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 30th of March 2026 (agenda item 5).

Resolved – That the minutes be approved as a correct record of the meeting.

The resolution was correctly proposed and seconded (unanimous with one abstention).

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

16/26 To consider the job evaluation of the Clerk and Responsible Financial Officer post and agree the proposed regrading from LC2 Above to LC3 Below and associated salary progression (agenda item 6).

Resolved – To appoint Nina Flint as Finance Officer on a fixed-term basis for a period of up to two years.

The resolution was correctly proposed and seconded (unanimous).

16/26 To consider the appointment of a part-time Finance Officer; agree whether to proceed with an open recruitment process or make a fixed-term appointment for a period of up to two years; and, if open recruitment is agreed, approve the recruitment pack and timetable (agenda item 7).

Resolved – To agree the fixed-term appointment of a Finance Officer, Nina Flint, for a period of up to two years.

The resolution was correctly proposed and seconded (unanimous).

17/26 Exclusion of the press and public. (The Committee is recommended to resolve that member of the press and public be excluded from the meeting during consideration of agenda items 9 – 12 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 8).

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

The resolution was correctly proposed and seconded (unanimous).

18/26 To note the Communication Officer six-monthly appraisal targets (agenda item 9).

The Communication Officer's six-monthly appraisal targets were noted.

19/26 To note the Environment and Biodiversity Officer's six-monthly appraisal targets (agenda item 10).

The Environment and Biodiversity Officer's six-monthly appraisal targets were noted.

20/26 To undertake the Clerk's six-monthly appraisal (agenda item 11).

The Chairman undertook the Clerk's six-monthly appraisal. The Committee thanked the Clerk for her hard work and commitment, reviewed progress against the previous targets and agreed key work targets for the next six months.

21/26 To undertake the annual salary review (agenda item 12).

Resolved – That the Environmental & Biodiversity Officer and Communications Officer posts remain at SCP 13 for 2027/28 and, that subject to the separate job evaluation decision, agree that the Clerk/RFO progresses to SCP 34 from 1 April 2027.

The resolution was correctly proposed and seconded (unanimous).

22/26 To agree the date of the next meeting (agenda item 13)

1st March 2026 at Banwell Youth & Community Centre

The Chairman closed the meeting at 19:45pm

.....Chairman

.....Date