



Banwell Parish Council

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Banwell Youth & Community Centre, West Street,
Banwell, North Somerset. BS24 6DB

5th of October 2026

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 12th October 2026 at 7pm.

Liz Shayler

Clerk to the Council

A G E N D A

1. Apologies for absence
2. To elect a Chair for 2026/27.
3. To elect a Vice-Chair for 2026/27.
4. Members' declarations of interest on any agenda item.
5. To approve as a correct record the minutes of the meeting of the Employment Committee held on the 30th March 2026 (pages 1 & 2).
6. 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 (pages 3 & 4).
7. 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 (pages 5 - 15).
8. 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 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).
9. To note the Communication Officer six-monthly appraisal targets (confidential papers page 1).
10. To note the Environment and Biodiversity Officer's six-monthly appraisal targets (confidential papers page 2 & 3).
11. To undertake the Clerk's six-monthly appraisal (confidential papers pages 4 - 6).
12. To undertake the annual salary review (confidential papers pages 7 & 8).
13. To agree the date of the next meeting. 1st March 2027

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.