



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 3rd MARCH 2025

Present: Cllrs Paul Blatchford (Chairman), Simon Arlidge, Mike Bailey and Paul Harding.

In attendance: Liz Shayler (Clerk)

01/25 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Nina Thain.

02/25 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/25 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 2nd and 9th of September 2024 (agenda item 3).

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 two meetings were signed by the Chairman as a correct record.

04/25 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 5 - 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 4).

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

The resolution was correctly proposed and seconded (unanimous).

05/25 To note the Communication Officer six-monthly appraisal targets (agenda item 5).

The Communication Officers six-monthly appraisal targets were noted.

06/25 To note the Environment and Biodiversity Officer's six-monthly appraisal targets (agenda item 6).

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

07/25 To discuss the end of the Environment and Biodiversity Officer's 6-month probation (agenda item 7).

Resolved – To agree the end of Environment and Biodiversity Officers probation.

The resolution was correctly proposed and seconded (unanimous).

08/25 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 8).

The Clerks six monthly appraisal was undertaken, and appraisal targets agreed. HR training was suggested for Cllr Bailey and the Clerk.

09/25 To reassess the need for additional workforce capability and discuss increasing Officer hours (agenda item 9).

Resolved: To increase the Environment and Biodiversity Officers core hours from 6 to 8 hours a week. With an additional 2 hours a week for grant funding purposes.

The resolution was correctly proposed and seconded (unanimous).

The workforce capability to be reviewed in September 2025 for the 2026/27 budget.

10/25 To undertake the annual salary review (agenda item 10).

The annual salary review was undertaken.

Resolved: that all salaries remain the same and be reassessed in September 2025 for the 2026/27 budget

The resolution was correctly proposed and seconded (unanimous).

11/25 To agree the date of the next meeting (agenda item 11)

1st of September 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 8pm

.....Chairman

.....Date