

## **BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL**

Proper Officer and temporary clerk: C Martin  
Lovells, Mount St., Bishops Lydeard, Taunton, TA4 3AN  
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12<sup>th</sup> October 2023

Members of the public and press are entitled to attend the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless the Parish Council by resolution/s enters confidential session, when the public are lawfully excluded. Such entitlement to attend does not include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**To: Councillors Allen, Ball, Bainbridge, Bletcher, and Martin, as members of the Staffing Committee**

**You are summoned to attend a meeting of the Staffing Committee of Bishops Lydeard and Cothelstone Parish Council in the New Small Hall, Bishops Lydeard Village Hall on Tuesday 17<sup>th</sup> October 2023 at 8.15pm.**

Clive Martin  
Proper Officer and temporary volunteer clerk to the Council

### **AGENDA**

1. Apologies
2. Declarations of Interest relating to matters on the agenda
3. Adoption of the minutes of the Staffing Committee meeting held on 21<sup>st</sup> September 2023
4. Matters arising
5. Comments from members of the public
6. Recruitment and Appointment of a Clerk and Responsible Financial Officer
  - a. Following ratification by the Parish Council of the Staffing Committee's decision to offer the post of Clerk and Responsible Financial Officer to Neal Gossage, and receipt of satisfactory references, to agree a formal offer letter.
  - b. To plan an introduction and familiarisation program for the new clerk, and the transfer of the wide range of functions to him.
  - c. To put in place a system of support and advice for the new clerk, and agree an on-going process for reviewing the clerk's progress, workload, and remuneration.
7. Any other business, for information only
8. Date of next meeting.