

DRAFT

BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

Proper Officer and temporary clerk :C Martin
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Minutes of the Staffing Committee meeting held in the New Small Hall, Village Hall, Bishops Lydeard on Thursday 21st September 2023 at 19.00pm.

Persons present: Cllrs Allen, Ball, Bletcher, and Martin.

Persons absent: Cllr Bainbridge

SC020/23 To note apologies.

Apologies were received from Cllr Bainbridge and noted.

SC021/23 Declarations of interest relating to matters on the agenda.

No declarations of interest were made.

SC022/23 Comments from members of the public

There were no members of the public present.

SC023/23 Matters arising

Cllr. Allen noted that the proposed Working Party on Policies, Procedures, and Complaints had been set up at the Parish Council meeting on 9th August 2023.

SC024/23 To receive and adopt the minutes of the last committee meeting held on 25th July 2023

Acceptance of the minutes of the meeting held on 25th July 2023 was proposed by Cllr Ball, seconded by Cllr Martin, and agreed by all councillors present.

SC025/23 Recruitment and Appointment of a Clerk and a Responsible Financial Officer

- a. Since there had been 2 applications, both of which were from credible candidates, it was agreed by all present not to extend the application closing date
- b. The Staffing Committee Chair will book a date and time at the Village Hall for the interviews and arrange interview times with the candidates.
- c. The interview panel will discuss and agree their approach to the interview process.
- d. After the interviews have taken place, the panel may decide to make a provisional offer to one of the candidates. The offer will be subject to ratification at the next Parish Council meeting.

- e. The Staffing Panel will meet after the next Parish Council meeting to give effect to the Parish Council decision.
- f. If the appointment of a new clerk is ratified, a Staffing Committee meeting will be called to arrange mentoring and familiarisation with the tasks and area covered by the Parish Council for the new clerk, and to seek a temporary Proper Officer to cover the period until the new clerk is suitably qualified.

SC026/23 Any other business, for information only

There was no other business

SC027/23 Date of next meeting.

The next meeting date for the Staffing Committee will be confirmed when it is needed.

There being no further business, the meeting closed at 8.20pm.

Signed

Date