

# ***DRAFT***

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

Temporary voluntary Clerk to the Council :C Martin  
Lovells, Mount Street, Bishops Lydeard, Taunton, TA4 3AN  
Phone: 01823 412922 Email: [clerk@bishopslydeard.org](mailto:clerk@bishopslydeard.org)  
<http://www.bishopslydeard.org.uk>

Minutes of the Staffing Committee meeting held in the New Small Hall, Village Hall, Bishops Lydeard on Tuesday 17<sup>th</sup> October 2023 at 8.15 pm.

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

**Persons absent:** Cllr Bainbridge

**SC027/23 To note apologies.**

Apologies were received from Cllr Bainbridge and noted.

**SC028/23 Declarations of interest relating to matters on the agenda.**

No declarations of interest were made.

**SC029/23 Comments from members of the public**

There were no members of the public present.

**SC030/23 Matters arising**

There were no matters arising from the previous Staffing Committee meeting.

**SC031/23 To receive and adopt the minutes of the last committee meeting held on 21<sup>st</sup> September 2023.**

Acceptance of the minutes of the meeting held on 21<sup>st</sup> September 2023 was proposed by Cllr Ball, seconded by Cllr Martin, and agreed by all councillors present at the meeting

**SC032/23 Recruitment and Appointment of a Clerk and a Responsible Financial Officer**

- a. Two entirely satisfactory reference for Neal Gossage having been received, Cllr. Allen tabled a draft contract of employment. After discussion and minor changes, it was agreed that Cllr. Allen would deliver the employment offer.
- b. Cllr. Allen circulated a draft briefing and familiarisation document identifying the main areas to which the new clerk will need to be introduced. It was agreed that most of the areas would necessarily be covered by Cllr. Martin. Once the new clerk has signed the employment contract, Cllr. Martin will begin transferring work to him, and Cllr. Lewin-Harris' offer to tour the new clerk round the Parish Council area would be taken up. Cllr. Allen would monitor the progress the new clerk in taking up the range of responsibilities.
- c. The initial priorities for the clerk were agreed as:

- Taking over the clerk role at meetings
  - Bank authorisation changes and procedures for payments
  - Familiarisation with the Parish Council's computer contents and structure
  - Updating computer data (received or available since the previous clerk left) in order to produce end-September reports
  - Begin the process of producing a draft budget for 2024 – 25
- d. Support for the new clerk. The clerk will have a close relationship with the Chair of the Parish Council, but it may benefit both of them for the clerk to have a range of help available from other sources.
- The following arrangements were discussed and agreed:
- Cllr. Martin will seek a qualified clerk from one of the surrounding parishes to provide advice on an unpaid basis by telephone/email/messaging.
  - 2 councillors will be asked to provide day-to-day advice if the Chair of the Parish Council is not available. The suggestions were that these should be the Vice-chair of the Parish Council and Cllr. Lewin-Harris (as a longstanding member of the Parish Council)
  - It was agreed that the Chair of the Staffing Committee would review the clerk's progress in taking on his role, providing any assistance/advice as necessary. He will also monitor the working time of the clerk and authorise all payments.
  - It was agreed to recommend the Parish Council to extend the remit of the Interview Panel to reviewing the clerk's progress, job confirmation and any contract of employment changes at the end of probation, and making recommendations to the Staffing Committee for approval subsequently by the Parish Council. The Interview Panel would continue in this role during the period of the clerk's employment.

**SC033/23 Any other business, for information only**

There was no other business

**SC034/23 Date of next meeting.**

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

There being no further business, the meeting closed at 9.15pm.

Signed

Date

**These minutes are draft only until approved at the next Staffing Committee meeting**