

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

Clerk to the Council: Mrs A Shepherd,  
6 Farriers Green, Monkton Heathfield, Taunton, TA2 8PR  
Phone: 01823 412922 Email: [clerk@bishopslydeard.org](mailto:clerk@bishopslydeard.org)  
<http://www.bishopslydeard.org.uk/>

19<sup>th</sup> June 2023

Members of the public and press are entitled to be at 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: The Chairman and all members of Bishops Lydeard and Cothelstone Parish Council 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, accessed from the Mount Street entrance on Friday 23<sup>rd</sup> June 2023 at 12noon.**

Amy Shepherd  
Clerk to the Council

### **AGENDA**

1. To elect the Chair of the Staffing Committee
2. To note apologies; Cllr Allen
3. Declarations of interest relating to matters on the agenda
4. Comments from members of the public
5. To discuss and approve the Terms of Reference of the Staffing Committee.
6. To consider, review the Clerk / Responsible Officer Vacancy and agree:
  - a. Role and Hours
  - b. Job Description and Person Specification
  - c. Vacancy notice and methods of publication
  - d. Application Form
  - e. Recruitment Process including closing date, shortlisting arrangements, and interview date and establishment of a Recruitment and Selection Panel.
7. To discuss and reach agreement in respect of the existing Clerks remaining tasks before departure, annual leave left to take and overtime hours worked.
8. To discuss and agree interim arrangements.
9. To discuss handover arrangements.
10. Date of next meeting.