



## STAFF COMMITTEE MEETING

Friday 11<sup>th</sup> June 2021 at 12pm at 4 Rose Cottages, Rectory Lane

### MINUTES

Ref:	Minutes	Action
Present:	Mary Anne Ansell in the Chair, Ray Merchant, Victoria Ansell, Sean Stephenson-McGall, Jem Moore and Stacey Pottinger	
Welcome and Apologies	The Chairman welcomed those attending.	
Declarations of Interest	None	
Minutes of last meeting	It was noted that this is the first stand-alone Staff Committee Meeting which was separated from the Finance Committee	
<p>The PC at its meeting of 8<sup>th</sup> June had delegated details of the recruitment for a Clerk due to the urgency to find a replacement following the resignation of the current one.</p> <p><b>1. Review of text of Job Description and Person Specification for Parish Clerk;</b> These were reviewed to update them and to enable flexibility for the future role and to attract suitable candidates to replace the current Clerk.</p> <p><b>2. Content of Advertisement for the post and delegated responsibility; dates for return of applications.</b> The wording was agreed to be open to applicants from a range of backgrounds. Closing date for applications agreed as 9am on 6<sup>th</sup> July.</p> <p><b>3. Placement options for advertisement and delegated responsibility.</b> It was agreed that the post should be advertised in: Newsletter being distributed from 23rd June Timsbury Rocks 23rd June and again Indeed recruitment website for £118 3SG website for B&amp;NES Third Sector for £15 Emails around village contacts The Journal was considered too low brow for this role</p> <p><b>4. Panel members and dates for interview.</b> The following agreed: S S-M, MA and RM during week of 12-16<sup>th</sup> July.</p> <p><b>5. Question of employing a locum if timescale requires.</b> To be considered with help of ALCA.</p> <p><b>6. Review of Contract of Employment.</b> The Clerk and MA would update this to make proposals to the next PC meeting.</p> <p><b>7. To report the notes and recommendations to the Parish Council.</b> On a vote it was unanimously supported to make the recommendations above to the next PC meeting.</p>		<p>Clerk</p> <p>MA, RM SS-M</p>

There being no further business the Chairman closed the meeting at 1.15pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_