



STAFF COMMITTEE MEETING

Wednesday 18th January 2023 at 11pm at YMCA, North Road, Timsbury

MINUTES

Ref:	Minutes	Action
Present:	Mary Anne Ansell in the Chair, Ray Merchant, Sheila Clarke, Debbie Murphy	
Welcome and Apologies	Apologies were received from Sean Stephenson-McGall	
Declarations of Interest	None	
Minutes of last meeting	It was noted that this meeting was being called for the sole purpose of discussing a staff vacancy and so the minutes of the previous meeting would be agreed at the next meeting of the staffing committee	
	<p>1. Background A discussion took place regarding the replacement for the Library and Hub-Coordinator position that would fall vacant on 1st February 2023 following the resignation of the current incumbent. It was agreed that the library role had increased significantly whereas the Hub co-ordinator role was proving difficult to fulfil. It was therefore agreed that the future role should centre more around the library and so be advertised as Co-ordinator of the Timsbury Community Library.</p> <p>2. Review of text of Job Description and Person Specification; These were reviewed in order to update them to reflect the increased library role but still allow for flexibility enabling flexibility and to remain attractive to suitable candidates.</p> <p>3. Content of Advertisement for the post and dates for return of applications. The wording was agreed to be open to applicants from a range of backgrounds and would be based around 12 hours per week and starting at the bottom of pay range LC2. Closing date for applications would be at end of day 13th February 2023.</p> <p>4. Placement options for advertisement. It was agreed that the post should be advertised in: The Norton-Radstock Journal in the next possible edition. On the Timsbury Rocks facebook page with immediate effect On the Timsbury Village website Posted on the noticeboards in the village</p> <p>5. Panel members and dates for interview A meeting would be held on 15th February 23 at the YMCA to sift through applications and interviews would be held the following week on 22nd February 23. Panel members would need to be decided in advance of the interviews.</p>	<p>Clerk</p> <p>Clerk/MA</p>

<p>6. Interim provision until the role is filled. The Chairman had met with the library volunteers who were content to keep the library up and running until the post was filled. They would work together to ensure that the library provision continued to run smoothly and would let the PC know immediately an issue arose that they need assistance with.</p>	Clerk. MA
<p>7. Employment Contract The Clerk would draft a revised contract in conjunction with the Chairman of the Staffing Committee and then submit it to the Parish Council for approval.</p>	Clerk/MA
<p>8. To report the notes and recommendations to the Parish Council. On a vote it was unanimously supported to make the recommendations above to the next PC meeting.</p>	

There being no further business the Chairman closed the meeting at 12.35pm

Chairman: _____

Date: _____