BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL
Clerk to the Council: Neal Gossage, PO Box 1008, Taunton TA1 9RB
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http://www.bishopslydeardparishcouncil.gov.uk/

17th July 2024

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: Councillors Allen, Bainbridge, Bletcher, and Lewin-Harris, as members of the 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, Bishops Lydeard Village Hall on Wednesday 24th July 2024 at 7.00pm.

Neal Gossage
Parish Clerk and RFO to the Council

AGENDA

1. Apologies
2. Declarations of Interest relating to matters on the agenda
3. Adoption of the minutes of the Staffing Committee meeting held on 1st May 2024 4. Matters arising
5. Comments from members of the public
6. Staffing Committee membership. To note the removal of Cllr. Martin (following his resignation from the Parish Council).
7. Parish Council Standing orders - Paragraph 19 - Handling staff matters. To consider and recommend changes to reflect the creation of the Staffing Committee.
8. To note the resignation of the Clerk/RFO and to consider any immediate necessary measures, including the option for him continuing the RFO role for a handover period.
9. To plan the recruitment of a new Clerk/RFO, and agree the following:
    a. Role and hours
    b. Job description and Person Specification

c. Vacancy notice, and methods and costs of publication

d. Application form

e. Recruitment process including closing date, shortlisting arrangements, interview dates and agreement on Recruitment and Selection Panel

10. To discuss interim arrangements that may be needed if a new Clerk/RFO is not in place by 30th September.

11. To discuss handover arrangements between the current Clerk/RFO and his replacement

12. Any other business, for information only

13. Date of next meeting.