BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

Clerk to the Council: Neal Gossage, PO Box 1008, Taunton, TA1 9RB
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Minutes of the Staffing Committee meeting held in the New Small Hall, Village Hall, Bishops Lydeard on Tuesday 24th July 2024 at 7.00pm.

Persons present: Cllrs Allen, Bainbridge, Bletcher, and Lewin-Harris.

SC012/24 **To note apologies**
No apologies were received

SC013/24 **Declarations of Interest relating to matters on the agenda** none made
No declarations were made

SC014/24 **Comments from members of the public**
No members of the public were present

SC015/24 **To receive and adopt the minutes of the meeting held on 1st May 2024**
The minutes were approved by all present (proposed by Cllr. Allen, seconded by Cllr. Bletcher) and signed by the chair.

SC016/24 **Matters arising**
There were no matters arising from the previous Staffing Committee meeting

SC017/24 **Staffing Committee Membership**
It was noted that Cllr. Martin is no longer a member of the committee, following his resignation from the Parish Council.

SC018/24 **Parish Council Standing Orders**
It was noted that the Parish Council standing orders were approved at the June 2024 Parish Council meeting – including the section on staff handling.

SCO19/24 **To note the resignation of the Clerk/RFO with effect from 30 Sept 2024**
Neal Gossage's resignation was noted

SC020/24 **To plan the recruitment of a new Clerk/RFO and agree the following:**

a) Job Advertisement for new Clerk/RFO.
b) Job Description
c) Person Specification
d) Application Form

The above documents were discussed at length and final versions are attached to these minutes.

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SC021/24 **Method of publication of job advertisement**

It was agreed that the Job Advertisement would be posted in the following places/organisations: Village notice boards
Village Hall notice boards
SALC
Somerset Council
Bishops Lydeard Library
Indeed (subject to consultation with Clerk about cost)
Paid delivery round village (subject to cost)
Paper Shop delivery

It was also agreed that Parish Councillors would be asked to circulate the advertisement to any of their contacts they feel might be interested.

SC022/24 **To agree the interview and appointment arrangements.**

The arrangements were agreed as follows:

Closing Dage for Applications:	30 August 2024
Letters to be sent to those selected for interview:	week ending 6 Sept 2024
Interview dates:	between 9 and 20 Sept 2024

It was agreed that shortlisting and Interviews will be conducted by the Recruitment and Selection Panel (Cllr. Allen, Cllr. Lewin-Harris and Cllr. Bletcher) as set out in the Prish Council Standing Orders

If a suitable candidate emerges from the interviews, an appointment recommendation will be made at the next Parish Council meeting

SC023/24 **To discuss interim arrangements if new Clerk/RFO is not in place by 30th September 2024**

The current clerk might be prepared to continue in the RFO role for a short time. Cllr Lewin-Harris said she could carry out the Clerk role for an interim period but that someone would have to be found to take minutes of meetings. A mechanism would need to be found for employing an RFO and minute-taker on a temporary basis. Cllrs Lewin-Harris and Allen will discuss this matter with the outgoing Clerk

SC024/24 **Any other business, for information only**

There was none

SC025/24 **Date of next meeting**

The next meeting of te Staffing Committee will be arranged as necessary

There being no further business, the meeting closed at 8.30 pm

Signed .... Date 3/9/25