

BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

Clerk to the Council: David Richards, 37 Stawell Road, Bishops Lydeard, TA4 3FA

Phone: 07774 541060 Email: clerk@bishopslydeardparishcouncil.gov.uk

<http://www.bishopslydeardparishcouncil.gov.uk>

22 April 2026

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 the 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.

Please note that this meeting will be recorded. The recording will be retained until the minutes of the meeting are approved.

To: Councillors Allen, Lewin-Harris, Bletcher, Bainbridge and Roberts as members of the Staffing Committee and David Richards (Clerk and RFO).

You are summoned to attend a meeting of the Steering Committee of Bishops Lydeard and Cothelstone Parish Council in the Village Hall (new small hall) on Monday 27th April 2026 at 12:00pm. The meeting will be held in public.

David Richards
Clerk to the Council

AGENDA

1. Apologies: To receive apologies and to approve reasons for absence.
2. Declarations of Interest in relation to items on the agenda.
3. Comments from members of the public.
4. Adoption of the minutes of the Staffing Committee meetings held on 20th October 2025
5. Proposals for recruitment of a new clerk including a review of the following:
 - a. Clerk Job Description.
 - b. Clerk Person Specification.

STAFFING COMMITTEE MEETING SUMMONS AND AGENDA

- c. Clerk Application Form.
 - d. Vacancy notices for a Clerk.
 - e. Review and Approval of method of publication for a Clerk.
 - f. Review Recruitment Process including closing date, shortlisting arrangements, and interview date and establishment of a Recruitment and Selection Panel for a Clerk.
6. Proposals to the Parish Council for approval at the next Parish Council meeting.
 7. Date of next meeting

David Richards
Clerk/ RFO

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