

BISHOPS LYDEARD & COTHELSTONE PARISH COUNCIL

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Minutes of the Staffing Committee meeting held in the Village Hall, Bishops Lydeard on Monday 27th April 2026 at 12:00pm.

Persons present: Cllrs Allen (chair), Bletcher, Bainbridge and Roberts supported by David Richards (Clerk).

There were no members of the public present.

Agenda Item 1 - SC001/26 To note apologies

Cllr Lewin-Harris sent an apology due to being on holiday. The reason was unanimously approved.

Agenda Item 2 - SC002/26 Declarations of Interest relating to matters on the agenda

None

Agenda Item 3 – SC003/26 Comments from Members of the public.

No members of the public were present

Agenda Item 4 - SC004/26 Adoption of the minutes of the Staffing Committee meetings held on 20th October 2025

The meeting minutes of the meeting held 20th October 2025 were unanimously approved and were signed as a true and correct record by the Chair Cllr Allen.

Agenda Item 5 - SC005/26 Proposals for recruitment of a new clerk including a review of the following:

- a. Clerk Job Description.**
- b. Clerk Person Specification.**
- 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.

The Staffing Committee discussed the reasons why Martin Elford resigned having only been in the role for a short time. Cllrs Allen and Roberts confirmed that exit interviews had taken place, but Martin would not change his mind. Some discussion took place as to how a new clerk could be gradually introduced into the role such as employing an assistant clerk. However, it was agreed that after the new clerk starts monthly appraisals will be arranged to check progress and assess any support required.

The documents listed above were reviewed and amended with agreed changes.

It was agreed that the recruitment process will include advertising the vacancy as follows:

1. All Parish Council noticeboards.
2. The Parish Council website.
3. Fiveways magazine.
4. Requests to neighbouring Parish Councils to advertise the vacancy.
5. Request to Somerset Council to advertise the vacancy via the LCN Chair.
6. Post the vacancy on Indeed.
7. Post the vacancy on <https://www.gov.uk/find-a-job>
8. Distribute cards within the village of Bishops Lydeard.

It is hoped that this wider distribution will find more applicants.

It was agreed that the closing date for applications will be Tuesday 30th June 2026. Applications will then be reviewed at the next Staffing Committee meeting on Monday 6th July 2026 with interviews being arranged during the week commencing Monday 13th July 2026.

Agenda Item 6 - SC006/26 Proposals to the Parish Council for approval at the next Parish Council meeting

It was proposed that the Staffing Committee recommend that David Richards is appointed as Clerk and Responsible Finance Officer again with a start date of 1st April 2026 (i.e. the day after Martin Elford finished as clerk).

It was also proposed that the costs of printing and distributing the job advert cards within the village of Bishops Lydeard are presented at the next Parish Council meeting for approval.

Agenda Item 7 - SC007/25 Date of next meeting

The next meeting of the Staffing Committee will be Monday 6th July 2026 at 12:00pm in the Village Hall.

There being no further business, the meeting closed at 1:10pm

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