



Locking Parish Council

01934 820786

clerk@lockingparishcouncil.co.uk

The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of a Meeting of Locking Parish Council's Finance and Human Resources Committee held on Thursday 15 February 2024 7.30pm

Meeting opened: 7.30pm

Meeting closed: 8.15pm

Present: Councillors: Chairman Cllr Bearsby, Cllr Jones, Cllr Ashdown, Cllr Lacey, Cllr Tremlett, Cllr Schofield, Cllr Clark

Also Present: The Clerk

MATTERS FOR DECISION

FHR34 To receive Apologies for absence and to approve reasons where appropriate:
None received

FHR35 To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations: None received

PUBLIC PARTICIPATION

FHR36 To receive and hear any person who wishes to address the Committee: None received

MATTERS FOR DECISION

FHR37 To receive and confirm the Minutes of the Finance & Human Resources Committee meeting held on 21 December 2023.

RESOLVED: That the Minutes of the Council meeting held on 21/12/2023 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting. **AGREED.**

FHR38 Review of staffing requirements for the Parish Council Office.

Administration vacancy – To receive recommendations from the Staff Working Group.

No recommendations received.

a) Members **AGREED** the following:

1. Job title to be changed from Administration Assistant to Assistant Clerk: Proposed by Cllr Prosser, seconded by Cllr Jones: **AGREED** with one against.
2. Salary:
Starting Salary SCP13: **AGREED**
After satisfactory Probation Period up to SCP14: **AGREED**
3. Working hours: 15-18hrs Mon-Fri negotiable: **AGREED**
4. Vacancy advert to be produced by the Clerk and authorised by the Executive Committee.
5. Recommendation of successful candidate to Full Council 4th April.

b) The following documents for the post of Administrative Assistant were reviewed and **AGREED:**

1. Contract of Employment: to be amended to reflect the above changes
2. Jobe Role: Delegated to the Clerk to amend to reflect the Assistant Clerk's role: **AGREED**

3. Application and Selection Procedure
4. Shortlisting Matrix
5. Candidate Interview Form and additional questions
6. Offer Letter
7. Interview Panel and date for interviews: Members **AGREED** the following:
Panel Members: Chairman of the Council Cllr Jones, Cllr Lacey, Cllr Schofield and the Clerk
Clerk to forward to Panel members any application forms received.
Meeting to agree shortlisting to be undertaken: date to be confirmed by the Clerk
Date for interviews to be held: date to be confirmed by the Clerk

FHR39 Items for next Agenda:

Successful candidate: Agree recommendation from the panel.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed (Chairman).....

Date.....

**The next meeting of Locking Parish Council's Finance & Human Resources Committee
4 April 2024 7pm**

DRAFT