



## PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
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### Minutes of the Personnel Sub-Committee Meeting held on Friday 8<sup>th</sup> March 2024 at 10.20am at Beacon Hall, French Close, Peasedown St John

**Present:**

**Councillors:** Howard Hartley; Simon Kidd (Chair); Andy Larcombe

**In attendance:**

Tanya West – Parish Clerk & RFO

**Public Session:** No members of the public were present.

Minute Ref.	Agenda Item	Action
PC135 – 08/03/2024	<b>Attendance Roll Call and Declarations of Interest</b> The attendance roll call was undertaken (those present are detailed above). No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
PC136 – 08/03/2024	<b>Apologies for Absence</b> It was acknowledged that as this meeting had to be called at short notice, apologies for absence had been received from Jo Davis, Conor Ogilvie-Davidson, Jonathan Rich and Kathy Thomas all due to work commitments. These apologies were duly noted.	
PC137 – 08/03/2024	<b>Filming for Annual Village Meeting</b> Following discussions at the last Executive Advisory Panel meeting, where the Clerk's increasing workload had been discussed following additional staff absence, it was acknowledged that councillors could help ease the pressure by assisting with the Annual Village Meeting preparations. Consequently, Cllr Andy Larcombe had obtained two quotations to produce a short and long form film to be shown at the Annual Village Meeting. Three companies were approached for a quotation based on a specification put forward by Cllr Larcombe. Two quotations were received, and the third company declined to quote as were unable to meet the timeframes required. Cllr Larcombe had met with one of the contractors who was based locally, and he advised he considered them to be most suitable based on their previous work, recommendation, and price. It was therefore <b>resolved</b> to place an order with Helena Midgley to produce a short and long form film to promote the Council's activities and location ahead of the Annual Village Meeting on the 26 <sup>th</sup> March for a cost of £600 net. The Clerk to place the order and Cllr Larcombe to make arrangements with the contractor and other councillors to co-ordinate the filming day planned for Wednesday 13 <sup>th</sup> March 2024.	Clerk  Clerk & AL
PC138 – 08/03/2024	<b>Date and Time of Next Meeting</b> The date of the next Personnel Committee meeting is to be determined.	

The meeting closed at 10.22am.

Signed..... Date.....