



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk

www.peasedownstjohnparishcouncil.gov.uk

Minutes of the Personnel Sub-Committee Meeting held on Tuesday 2nd April 2024 at 6.00pm at Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Howard Hartley; Simon Kidd; Andy Larcombe; Conor Ogilvie-Davidson (Vice-Chair); Kathy Thomas.

Cllr. Jonathan Rich was also present at the meeting, in his capacity as Chair of Full Council. As the Committee was quorate, he did not utilise his voting rights.

In attendance:

Tanya West – Parish Clerk & RFO

Cllr Conor Ogilvie-Davidson Chaired the meeting and also Clerked the meeting following the departure of the Clerk.

Public Session: No members of the public were present.

Minute Ref.	Agenda Item	Action
PC139 – 02/04/2024	Attendance Roll Call and Declarations of Interest The attendance roll call was undertaken (those present are detailed above). No additional interests, to those already disclosed to the Monitoring Officer, were declared.	
PC140 – 02/04/2024	Apologies for Absence Apologies for absence had been received from Cllr Jo Davis due to being away. This apology was noted.	
PC141 – 02/04/2024	Resolution Relating to Confidential Nature In accordance with Standing Order 3c and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting.	
PC142 – 02/04/2024	Responsible Finance Officer The Clerk provided an update on the advertisement, job description and person specification for the vacancy for the Responsible Finance Officer role. It was suggested to publish the advert in the MNR Journal, via the Avon, Somerset, Wiltshire Associations of Local Councils, online via Indeed and through the Parish Council website, Facebook page and notice boards. The advert to be shared to Linked In via Cllr Larcombe. It was resolved for the Clerk to spend up to £500+VAT on advertising the vacancy via the various methods discussed. The Clerk to upload the amended documents for councillor feedback with a view to publishing by the end of the week.	Clerk Clerk & Cllrs.
PC143 – 02/04/2024	Staffing Matters The Clerk provided an update on staff absence and any associated action being taken was discussed. Furthermore, any works being undertaken by outside contractors and other staff to assist with the workload.	
6.31pm – The Clerk left the meeting.		
PC144 – 02/04/2024	Formal Complaint Councillors discussed a formal complaint that had been received, reviewed the complaints process, and agreed the actions to follow in respect of this complaint.	

PC145 – 02/04/2024	Resolution to Revert to Public Session It was resolved to put the meeting back into public session.	
PC146 – 02/04/2024	Date and Time of Next Meeting The date of the next Personnel Committee meeting is to be determined.	

The meeting closed at approximately 7.20pm.

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

DRAFT