



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG

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15th July 2025

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 unless excluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

Dear Councillor:

You are summoned to attend a Meeting of Bleadon Parish Council's Personnel and Contracts Committee, to be held at the Church Rooms, Coronation Road, Bleadon. BS24 0QE on Wednesday, 23rd July 2025 at 6.00pm, when the following business will be transacted.

C P Bolt

Parish Clerk & RFO

A G E N D A

1. Appointment of Chairman.
2. Apologies for absence.
3. Members' declarations of interest on any agenda item.
4. To approve as a correct record the minutes of the meeting of the Personnel & Contracts Committee held on the 15th April 2024 (pages 2-3).
5. Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 5 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).
6. Personnel and staffing matters (pages 4-6).
7. To agree the date of the next meeting.

Members are reminded that the Committee has a general duty to consider the following matters in the exercise of any of its functions - Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health & Safety and Human Rights.



MINUTES OF THE PERSONNEL & CONTRACTS COMMITTEE OF BLEADON PARISH COUNCIL HELD IN THE FARM SHOP CAFE AT 6.00pm ON 15TH APRIL 2024.

PRESENT: Councillors: Andy Scarisbrick (Chairman), Mary Sheppard and Jo Gower-Crane

IN ATTENDANCE: Craig Bolt (Clerk)

6.1 Apologies for absence

None.

6.2 Members' declarations of interest on any agenda item.

No declarations of interests were received.

6.3 To approve as a correct record the minutes of the meeting of the Personnel & Contracts Committee held on the 24th January 2024.

Resolved: To approve the Personnel & Contracts Committee minutes of 24th January 2024.

The resolution was correctly proposed and seconded (unanimous)

The minutes of the meetings to be signed by the Chairman as a correct record.

6.4 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda items 6 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960).

Resolved: That members of the press and public be excluded from the meeting during consideration of agenda items 5.

The resolution was correctly proposed and seconded (unanimous)

6.5 Parish Clerk – Contract Changes.

Councillors received a confidential report relating to the following issues:

- An update in relation to registration with HMRC and NEST and consequent changes to pay arrangements.
- Proposed contractual changes/amendments to the existing Job Description for the post of Clerk & RFO.
- A proposed incremental increase of one Spinal Column Point in line with the contract for employment.
- Proposed performance/appraisal targets in relation to the 2024/25 Municipal Year.

Councillors also discussed a range of actions/improvements to be introduced in addition to formal performance/appraisal targets and noted that these would be taken forward by the Chair of the Personnel & Contracts Committee in discussion with the Clerk.

Resolved:

- i. That the position in relation to HMRC and NEST be noted;
- ii. That the Spinal Column Point increase (in accordance with the contract for employment) from SCP 24 to 25 be noted;
- iii. That the following appraisal targets be set for the year to 31st March 2025:

- Completion of ~~ILCA~~ – by 31st October 2024

- Completion of the re-gilding of the Parish Clock – by 31st December 2024
- Ensure the Parish Precept is set in accordance with North Somerset Council requirements – by 31st January 2025
- Ensure a positive internal audit report – by 31st March 2025
- Secure additional external/grant funding to a value equivalent to 10% of the Parish Precept – by 31st March 2025

It was further **Recommended to Council** that:

The contractual hours of the Clerk & RFO be increased from 18 hours to 20 hours, with effect from 1st April 2024.

The resolutions were correctly proposed and seconded (unanimous)

6.6 To agree the date of the next meeting.

None.

The Chairman closed the meeting at 8.40pm.

.....Chairman

.....Date