

BOURTON-ON-THE-WATER PARISH COUNCIL

Minutes of Personal Sub-Committee Meeting held at 6.00pm on 25th March 2021 via Zoom

<i><u>Item Ref</u></i>	<i><u>Subject</u></i>	<i><u>Discussion Topic</u></i>	<i><u>Details</u></i>
	Present	Cllrs Bob Hadley (minute taker), Lynda Hicks, Bryan Sumner, Nigel Randall & Andy Roberts (observer)	
1	Apologies for absence	None	
2	Declarations of interest	None	
3	Minutes of last meeting 17th March 2021	Proposed by Cllr. B Hadley. Seconded by Cllr. L.Hicks All in favour	
4	Matters arising	None but the Assistant Clerk conveyed her thanks to those Councillors who have taken minutes and have adhered to what was agreed in terms of making te workload manageable.	
5	Update on Clerks Vacancy and next steps	3 applications tabled, two only received yesterday	<ul style="list-style-type: none"> • Committee agreed that there was only one suitable candidate Emma Bennett. • Interview to take place via Zoom at 4pm on 8th April 2021 • Janet Eustace has agreed and confirmed her availability to take part. • Emma to be invited to GMCC prior to interview to meet the Chair and Asst.Clerk and look around the building • Agreed any new appointment must have a full induction programme led by Janet Eustace • Councillors to have robust system in place to monitor progress and performance of new Clerk • Committee agreed to advertise with GAPTC & NALC if candidate unsuitable
6	Update on Play Inspectors work and agree next steps	Noted Joe Olliveri had resigned following a letter sent to him reference report compliance	<ul style="list-style-type: none"> • Lisa Conroy to be contacted to see whether she would still being interested in taking on the position of Play Inspector after being shortlisted previously in June 2020 • Vacancy to be advertised on the website and Bourton Browser if Lisa declines
7	Any other business	Committee notified of an email from CEO at GAPTC Alison Robinson reference staffing restructure	<ul style="list-style-type: none"> • Committee agreed to follow the guidelines in the pack to consider reviewing the staffing every four years; it is only just over two years since the last restructure consideration
8	Date of next meeting	T.B.A	Meeting closed 6.34pm