

**BOURTON-ON-THE-WATER PARISH COUNCIL**

**Minutes of Personal Sub-Committee Meeting held at 6.00pm on 25<sup>th</sup> March 2021 via Zoom**

<i>Item Ref</i>	<i>Subject</i>	<i>Discussion Topic</i>	<i>Details</i>
	<b>Present</b>	Cllrs Bob Hadley (minute taker), Lynda Hicks, Bryan Sumner, Nigel Randall & Andy Roberts (observer)	
1	Apologies for absence	None	
2	<b>Declarations of interest</b>	None	
3	<b>Minutes of last meeting 17<sup>th</sup> March 2021</b>	Proposed by Cllr. B Hadley. Seconded by Cllr. L.Hicks All in favour	
4	<b>Matters arising</b>	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	<b>Update on Clerks Vacancy and next steps</b>	3 applications tabled, two only received yesterday	<ul style="list-style-type: none"> <li>• Committee agreed that there was only one suitable candidate Emma Bennett.</li> <li>• Interview to take place via Zoom at 4pm on 8<sup>th</sup> April 2021</li> <li>• Janet Eustace has agreed and confirmed her availability to take part.</li> <li>• Emma to be invited to GMCC prior to interview to meet the Chair and Asst.Clerk and look around the building</li> <li>• Agreed any new appointment must have a full induction programme led by Janet Eustace</li> <li>• Councillors to have robust system in place to monitor progress and performance of new Clerk</li> <li>• Committee agreed to advertise with GAPTC &amp; NALC if candidate unsuitable</li> </ul>
6	<b>Update on Play Inspectors work and agree next steps</b>	Noted Joe Olliveri had resigned following a letter sent to him reference report compliance	<ul style="list-style-type: none"> <li>• 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</li> <li>• Vacancy to be advertised on the website and Bourton Browser if Lisa declines</li> </ul>
7	<b>Any other business</b>	Committee notified of an email from CEO at GAPTC Alison Robinson reference staffing restructure	<ul style="list-style-type: none"> <li>• 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</li> </ul>
8	<b>Date of next meeting</b>	T.B.A	Meeting closed 6.34pm