



Locum Clerk: Jo Swift  
Telephone: (01275) 393551  
Email: [clerk@longashtonparishcouncil.gov.uk](mailto:clerk@longashtonparishcouncil.gov.uk)  
Long Ashton Parish Council, Keedwell Hill, Long Ashton, Bristol, BS41 9DP  
[www.longashtonparishcouncil.gov.uk](http://www.longashtonparishcouncil.gov.uk)

To members of the Staffing Sub-Committee: Councillors, Fagg, Hardingham, Harris, Jackson and Tarsey.

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## AGENDA

**For a meeting of the staffing sub-committee to be held at 12.30pm on Thursday 5<sup>th</sup> May 2022 at 12.30pm to held in the Jubilee Pavilion Griffin Lounge, Community Centre, Long Ashton**

- 1) **Apologies for absence**  
To receive any apologies for absence and to approve the reasons given.
- 2) **Declarations of Interests and Grant of Dispensations.**  
Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). *(NB this does not preclude any later declarations).*
- 3) **Minutes of previous meetings**  
To confirm and sign the minutes of the meetings of the Staffing sub-committee held on 17<sup>th</sup> February 2022.
- 4) **Communications Post**  
To consider the recruitment of a Communications post or similar. To assist, a staffing budget for 2022/2023 has been produced.
- 5) **Terms of Reference**  
To review the Terms of Reference to recommend to the full Council meeting.
- 6) **Date of the next meeting**  
To agree the date of the next meeting.
- 7) **Exclusion of Press and Public**  
Recommended – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – to consider staffing matters.
- 8) **Village Orderly Role**  
To discuss and consider the future roles.
- 9) **Staffing matters**  
To consider the following matters:
  - (i) To note the Deputy Clerk/RFO has been given approval by the locum Clerk to carry over annual leave – Clerk to provide an update.
  - (ii) Admin and Committee Clerk increased hours – to consider extending the temporary increase in hours for the Admin and Committee Clerk or make the increase in hours permanent.