



Locking Parish Council

01934 820786

clerk@lockingparishcouncil.gov.uk

The Parish Hall, Grenville Avenue,
Locking, North Somerset BS24 8AR

Minutes of the meeting of Locking Parish Council held on 17th February 2026 at 7:00pm in the Nurse Thomas Suite at Locking Parish Hall, Grenville Avenue, Locking.

Meeting opened: 7pm

Meeting closed: 7.47pm

Present: Cllr P Jones, Cllr M Temlett, Cllr T Poynton, Cllr P Schofield, Cllr W Ashdown, Cllr C Prosser

Also in attendance: Clerk

AGENDA

MATTERS FOR DECISION

151) To receive apologies for absence and to approve reasons where appropriate.

Cllr K Shepherd – Approved

152) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations. – None received

PART 2

Exclusion of press and public:

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.)

153) Additional Parish Orderly – AGREED that the job role be titled Parish Orderly Assistant

- a) To consider employing or contracting an additional part time Parish Orderly Assistant. **AGREED**
- b) To review draft job role: Job Role **AGREED** with no amendments.
- c) Agree working hours and hourly rate: **AGREED** that the initial working hours start at 10hrs per week and would be reviewed as the role progressed. **AGREED** starting hourly rate £12.71per hour.
- d) Agree start date: **AGREED** 1st April
- e) Agree advertisement: **AGREED** with amendment to closing date and job title
- f) Agree interview panel: **AGREED** that the interview panel would be Cllr Jones, Clerk's Assistant Mrs Harvey and the Parish Orderly Mr Miles.

154) Appointment of Clerk/RFO – It was Proposed by Cllr Tremlett and Seconded by Cllr Schofield that Contracts for Council Officers be based on The Green Book Terms: unanimously **AGREED**

- a) To confirm appointment and start date. Members confirmed the appointment of Mrs K Harvey as Clerk/RFO and start date on 1st April 2026: **AGREED**
- b) To review new contract of employment. **AGREED** with amendments.
- c) To review offer letter. **AGREED** and signed by the Chairman

Mms
5/3/26

There being no further business the chairman closed the meeting at 7.47pm

The next meeting of Locking Parish Council 5th March 2026.

Signed: (Chairman)  Date: 5/3/26

*Members are reminded that the Council 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 & Disorder, Health & Safety and Human Rights.*