Village Hall
York Road
Earls Colne
CO6 2RN

19th November 2026

To: Members of the Earls Colne Parish Council Personnel Committee,

You are hereby summoned to attend

**THE PARISH COUNCIL PERSONNEL COMMITTEE MEETING
TO BE HELD AT THE COUNCIL CHAMBERS AT THE VILLAGE HALL
ON TUESDAY 24TH NOVEMBER 2026 AT 5.00 PM**

for the purpose of transacting the following business:

Sophie Blair-Wolker

Clerk to the Council

A G E N D A

1. Apologies for Absence
To receive apologies for absence.

2. Declarations of Interest (existence and nature) with regards to items on the Agenda.

3. **Minutes of the Parish Council Meeting** held on 24th March 2026 to be taken as read and signed as a correct record of decisions made.

4. **To appoint the Chair of the Personnel Committee Meeting for 2026-27 municipal year.**

5. Public Participation session with respect to items on the Agenda and other matters that are of mutual interest.

6. Administrative Assistant Recruitment & Appointment

a) To agree the job description, person specification and application form.
b) To discuss and agree the proposed recruitment arrangements, including the advertisement, application deadline and interview process.

7. Confidential Matters- Staffing Costs, Budget Implications and Training

a) **Motion**: Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential employment items.
b) To review the Council's current staffing structure and associated employment costs, and consider their implications for the proposed 2027/28 budget.
c) To review the training and professional development needs of current employees and consider the associated costs and budget provision.

Village Hall
York Road
Earls Colne
CO6 2RN
01787 224370

Clerk to the Council: Sarah Gaeta
clerk@earlscolne-pc.gov.uk

MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD AT THE VILLAGE HALL (CHAMBER)
ON TUESDAY 24TH MARCH 2026 AT 12.00PM

Present:
Councillor P Wall (Chairman)
Councillor L Bauckham-Leys
Councillor R Cook
Councillor C Dennis
Councillor I Sparks
Clerk

25/P16. Apologies for absence

Apologies were received and accepted from Councillor Jemmett.

25/P17. Appointment of new member

It was resolved to appoint Councillor Ian Sparks to the Personnel Committee as Vice Chairman, as resolved by full Council on 18th March 2026.

25/P18. Minutes

The Minutes of the Personnel Committee Meeting held on 27th January 2026 were agreed and signed as a correct record.

25/P19. Declarations of Interest

None.

25/P20. Public Participation session

None.

25/P21. Confidential Matters

(a) Under the Public Bodies (Admissions to Meetings) Act 1960 s.1(2), **it was resolved** to exclude members of the press and public for the duration of this meeting to consider the following confidential items.

(b) Following detailed discussion, **it was resolved** to agree the job description as circulated for the new Community Worker role and the terms as follows: Temporary contract beginning as soon as possible and ending 31st October 2026; 15 hours per week; Spinal Column Point 9; NALC model contract. **It was resolved** to appoint Councillors Wall and Sparks to work with the Clerk in the recruitment process.

(c) Subsequent to the approval of the job description (minute reference 25/P15(b), **it was resolved** to change the job title of the Village Hall Community Worker to Village Hall Caretaker.

Meeting closed at 1.15pm

EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
Web: https://www.earlscolne-pc.gov.uk
Tel: 01787 224 370

Earls Colne Parish Council
Job Description – Administrative Assistant

Position: Administrative Assistant
Employer: Earls Colne Parish Council
Contract: Permanent, Part-Time
Hours: 16 hours per week
Salary: Proposed SCP 7 (£14.14 per hour), with annual incremental progression to SCP 12, subject to the Council's agreed pay arrangements.
Responsible to: Parish Clerk and Responsible Financial Officer (RFO)
Work Location: Parish Council Offices

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Job Purpose

To provide efficient, organised and reliable administrative support to Earls Colne Parish Council, ensuring the effective delivery of the Council's day-to-day administrative functions. The postholder will be responsible for the routine administration of the Village Hall, acting as the first point of contact for general enquiries and supporting the Council's communications, website, social media and administrative processes.
The role is intended to ensure that routine operational and administrative tasks are undertaken efficiently, consistently and in accordance with the Council's policies, procedures and instructions.
The postholder will work under the direction of the Parish Clerk, who retains overall responsibility for the Council's administration, governance, financial management and statutory functions.

Main Responsibilities and Duties

Village Hall Administration and Bookings

- Act as the first point of contact for Village Hall booking enquiries and general hirer enquiries.
- Respond to telephone calls, emails and booking requests.
- Manage the Village Hall booking diary and maintain accurate booking records.
- Administer one-off and regular bookings through the Council's Scribe booking system.
- Issue booking forms, hire agreements, invoices and relevant documentation.
- Follow up outstanding booking forms and required information.
- Record payments received and monitor outstanding balances.
- Match incoming payments against bookings and report discrepancies to the Clerk/RFO.
- Process booking amendments, cancellations and routine correspondence.
- Provide hirers with relevant access instructions, including keybox information, where authorised.
- Maintain accurate hirer records and electronic filing systems.
- Liaise with the caretaker regarding cleaning, inspections and any reported maintenance

issues.
- Maintain records of equipment, supplies and consumables.
- Monitor stock levels and arrange routine replenishment within agreed budgets and delegated authority.
- Escalate complaints, damage reports, safeguarding concerns and unusual booking requests to the Clerk.

General Administration and Meeting Support

- Provide routine administrative assistance to the Clerk and Council.
- Maintain electronic and paper filing systems.
- Prepare routine correspondence, notices, letters and administrative documents.
- Maintain contact lists, registers and administrative records.
- Assist with the preparation and distribution of routine information to residents.
- Maintain office supplies and arrange replenishment.
- Assist with the organisation of meetings, appointments and other administrative arrangements.
- Attend Council working group meetings as required by the Clerk.
- Take notes during working group meetings, recording key discussions, agreed actions and matters requiring further consideration.
- Prepare and distribute draft meeting notes and action points to the Clerk and relevant working group members, as directed.
- Maintain records of working group meetings and monitor outstanding administrative actions.
- Attend site visits with councillors where required.
- Take notes during site visits, recording observations, issues identified and any actions or recommendations arising.
- Prepare written records of site visits and provide these to the Clerk and relevant councillors.
- Assist with coordinating arrangements for working group meetings and site visits, including scheduling, notifications and circulation of relevant information.

The postholder will provide administrative note-taking support and will not be responsible for making Council decisions, providing professional advice or preparing formal statutory minutes of Council or committee meetings unless specifically instructed.

Communications, Website and Social Media

- Assist with implementing the Council's communications plan.
- Maintain and update the Council's website with approved information.
- Prepare and publish routine social media content in accordance with the Council's communications policy.
- Publicise Council meetings, community events, notices and local initiatives.
- Prepare updates for residents regarding Council activities and services.
- Monitor social media messages and direct enquiries to the appropriate person.
- Assist with producing posters, newsletters, public notices and promotional material.
- Ensure published information is accurate, accessible and consistent with the Council's communication standards.
- Obtain approval from the Clerk before publishing sensitive, political, contentious or Council decision-related information.

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Authority and Responsibilities

The Administrative Assistant will work under the direction and supervision of the Parish Clerk. The postholder will be expected to exercise initiative when undertaking routine administrative duties but must work within established Council policies, procedures and delegated authority.

The following matters must be referred to the Clerk:

- Formal complaints and contentious correspondence.
- Requests involving legal, contractual or governance matters.
- Unusual or disputed Village Hall bookings.
- Requests for refunds, fee waivers or exceptions to agreed hire conditions.
- Unauthorised expenditure or financial discrepancies.
- Freedom of Information and Subject Access Requests.
- Data protection incidents or suspected breaches.
- Health and safety incidents and safeguarding concerns.
- Media enquiries and sensitive public communications.
- Matters requiring a Council decision or formal authorisation.

The postholder does not hold the statutory responsibilities of the Proper Officer or Responsible Financial Officer.

Confidentiality and Data Protection

The postholder must:

- Maintain confidentiality in relation to Council business and personal information.
- Handle personal data in accordance with the UK GDPR and Data Protection Act 2018.
- Follow the Council's information security and data protection procedures.
- Maintain secure records and ensure information is only shared with authorised individuals.
- Comply with the Council's policies on confidentiality, acceptable IT use and information management.

General Requirements

The postholder must:

- Work in accordance with Council policies, procedures and relevant legislation.
- Maintain professional and courteous relationships with residents, councillors, staff and external organisations.
- Demonstrate a high level of accuracy and attention to detail.
- Organise and prioritise workloads effectively.
- Maintain appropriate records of work undertaken.
- Undertake relevant training and development.
- Comply with health and safety requirements.
- Maintain professional standards and represent the Council appropriately.

Review of Duties

This job description is intended to provide an outline of the principal duties and responsibilities of the post. It is not exhaustive and may be reviewed periodically to reflect the operational requirements of the Council.
Any significant changes to the role will be discussed with the postholder and agreed in accordance with the Council's employment procedures.

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EARLS COLNE PARISH COUNCIL

Email: clerk@earlscolne-pc.gov.uk
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Job Advertisement- Part-time Administrative Assistant
Earls Colne Parish Council

Earls Colne Parish Council is looking for an organised, approachable and proactive Administrative Assistant to join our team.
This is an excellent opportunity for someone who enjoys working with people, has strong administrative skills and wants to play a practical role in supporting the local community.
Working alongside the Clerk & Responsible Financial Officer, you will provide day-to-day administrative support to the Council, helping ensure that enquiries are dealt with efficiently and that the Council's services run smoothly.

The Role
Your responsibilities will include:

- Managing the Village Hall email inbox and responding to routine enquiries.
- Administering Village Hall bookings, including booking confirmations, hirer communications and maintaining booking records through the Council's Scribe system.
- Acting as the first point of contact for Village Hall users and resolving straightforward booking and administrative queries.
- Providing general administrative support to the Clerk & RFO.
- Maintaining accurate electronic and paper records, filing and documentation.
- Supporting the preparation and distribution of information, correspondence and reports.
- Attending working group meetings and councillor site visits, providing administrative support and taking notes where required.
- Assisting with the Council's website, social media and public communications.
- Supporting the coordination of community activities and Council initiatives.

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About You

We are looking for someone who:

- Has excellent organisational and administrative skills.
- Communicates confidently and professionally, both verbally and in writing.
- Is approachable, helpful and comfortable dealing with members of the public.
- Can work independently, use their initiative and manage competing priorities.
- Has good IT skills and confidence using Microsoft Office and digital systems.
- Understands the importance of confidentiality, accuracy and maintaining good records.
- Is reliable, flexible and enjoys being part of a small team.

Previous administrative experience is desirable. Experience in local government, parish council administration or customer service would be an advantage, but is not essential.

What We Offer

- **Position:** Permanent, part-time
- **Hours:** 15 hours per week
- **Salary:** Spinal Column Point 7 – £14.14 per hour, with annual incremental progression up to SCP 12.
- **Reporting to:** Clerk & Responsible Financial Officer
- **Location:** Council Offices, Village Hall, Earls Colne, Essex

How to Apply

For further information and to receive an application pack, please email Sophie the Clerk & RFO at clerk@earlscolne-pc.gov.uk.

Closing date: [Insert date]

Earls Colne Parish Council is committed to providing equal opportunities in employment and welcomes applications from all sections of the community.

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