

Hellesdon Parish Council

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Minutes of the Extra-Ordinary Staffing Committee held on
Tuesday 17th October 2017
at 3.00pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr J Knowles (Chairman)

Mr G Britton Mr R Grady Mrs S Gurney
Mrs S Prutton Mr D King

Mr Mark Knight – Council Administrator

Welcome

The meeting opened at 3.00pm.

1 Apologies

All in attendance.

2 Declaration of Interest and Dispensations

None declared.

3 Minutes of the last meeting

Minutes of the previous meeting held on the 29th August 2017 were agreed and signed as a true copy.

4 Public Participation

No public were in attendance.

5 General Matters

5.1 It was **RESOLVED** for the Chairman of the Council to act as a key holder and provide an out of hours service until the appointment of a new Parish Clerk. Other members of staff to be contacted on a case by case basis.

5.2 Much discussion took place surrounding the appointment of a new senior member of staff. Consideration was given to amounts of hours, nature of the selection process, financing of the post's salary and the subsequent impact on both the staffing budget and also the Parish precept. The challenges of the role were discussed at length with a

particular focus on the future and the growing requirements and responsibilities of the Council, this also led to a discussion surrounding the requisite skills and experience needed from this new position.

5.3 It was **RESOLVED** to schedule this item again to the next Staffing Committee meeting to allow current staffing issues to conclude.

5.4 It was **RESOLVED** to postpone staff appraisals until the appointment of a new senior member of staff, such appraisals will then be conducted on January as previously resolved.

6 **RESOLVED** that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 5.4, 5.5 and 5.6 in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after after the agenda item which confirms the details of the next meeting. **All agreed.**

7 Cllr. Knowles gave a verbal report regarding staffing matters.

8 No councillors had anything further information to share.

Date and Time of Next Meeting

Date and time of next meeting will be Monday 13th November 2017 at 7pm.

Meeting closed at 4.55 pm