

**Notice of Staffing Committee meeting to be held on
Monday 21 May 2018 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Nominations for and Election of Chairman**
2. **Nominations for and Election of Vice Chairman**
3. **Apologies and acceptance for absence**
4. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)
 - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
5. **To receive approval of minutes of the committee meetings held on 5th March and 30 April 2018 from those members present at the held meeting.**
6. **To consider and agree Scheme of Delegation Committee Terms of Reference for recommendation to full council – note amends to Record of Proceedings**
7. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
8. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
9. **General Matters**
 - 9.1 To discuss issues arising from the appointment of the new Parish Clerk.
 - 9.2 To discuss progress made by the new Parish Clerk.
 - 9.3 To formally adopt the new Staff Handbook.
 - 9.4 An update on the current recruitment process from the Parish Clerk.
10. **Exchange of Information**
11. **To confirm the date, time and venue of next meetings.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mark Knight Clerk to the Council

dated 16 May 2018