

Minutes of the meeting of the Staffing Committee held on  
Monday 19 March 2018 at 7.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:**

Cllr J Knowles (Chairman)

Cllr G Britton Cllr R Grady Cllr S Gurney

Cllr S Prutton Cllr D King

Mark Knight – Council Administrator

The Chairman welcomed Members and opened the meeting at 7.00p.m.

**1. Apologies and acceptance for absence**

All were present.

**2. Declarations of Interest and Dispensations**

None recorded.

**3. Public Participation**

No members of the public present.

**4. Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the Financial Report.**

It was RESOLVED to exclude the press and public as above

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**5. General Matters – Confidential Item**

5.1 Cllr. Gurney gave a verbal report on the resolution of a recent staffing matter.

The Council Administrator was then asked to leave the meeting at 7.50pm.

The Committee then discussed the current staffing situation.

The Council Administrator returned to the meeting at 8.30pm.

It was **RESOLVED** to offer the role of Parish Clerk to the Council Administrator, (effective from 1<sup>st</sup> April 2018) who accepted the role. It was then agreed to **RECOMMEND** the decision of the Staffing Committee for ratification at the Annual Full Parish Council Meeting on 1<sup>st</sup> May 2018.

The meeting was re-opened to the public and press.

**6. Exchange of Information**

Cllr. Prutton has concerns over the Parish Council's office voicemail provision and communication methods between Councillors and Parish Council staff. The Council Administrator advised that this would be looked into and resolved immediately.

**7. Date, Time and Venue of next meeting**

It was agreed to arrange this at the Annual Parish Council Meeting on 1<sup>st</sup> May 2018

The meeting closed at 8.52p.m.