

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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Parish Clerk: Mark Knight

**Notice of Staffing Committee meeting to be held on  
Tuesday 28<sup>th</sup> August 2018 at 7.00pm 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. **Apologies and acceptance for absence**
2. **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.
3. **To receive approval of minutes of the committee meeting held on 21 May 2018 from those members present at the held meeting.**
4. **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).
5. **To discuss any matters arising from the financial report.**
6. **General Matters**
  - 6.1 To discuss any matters arising from the appointment of the Parish Clerk.
  - 6.2 To discuss and assess progress made by the Parish Clerk during probationary period.
  - 6.3 To approve the Recruitment and Selection Policy and Procedure, Training Policy and Lone Working Policy; and recommend to Full Council for ratification.
  - 6.4 Verbal report on staffing matters from the Parish Clerk.
6. **Exchange of Information**
7. **To confirm the date, time and venue of next meeting – 12<sup>th</sup> November 2018 at 7pm at Diamond Jubilee Lodge.**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

Mr. Mark Knight Clerk to the Council dated 22 August 2018