

# **HP HC HELLEDON PARISH COUNCIL**

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

Minutes of the Extra-Ordinary meeting of the Staffing Committee held on  
Tuesday 27<sup>th</sup> September 2018 at 2.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:** Cllr J Knowles (Chairman)  
Cllr S Gurney Cllr Britton  
Cllr S Prutton Cllr D King  
Mark Knight – Parish Clerk

The Chairman welcomed Members and opened the meeting at 2.30p.m.

1. **Apologies and acceptance for absence**  
All were present.
2. **Declarations of Interest and Dispensations**  
None recorded.
3. **To receive approval of minutes of the committee meeting held on 28<sup>th</sup> August 2018 from those members present at the held meeting**  
These were so adopted.
4. **Public Participation**  
No members of the public present.
5. **5.1 To approve the Recruitment and Selection Policy and Procedure for recommendation to Full Parish Council for ratification**

Discussion took place regarding the content, phrasing, expression and format of the document. An amended document will be provided to members of the Committee for final approval or further amendment prior to presentation and **RECOMMENDATION** to the Full Council meeting in December 2018.

**5.2 To discuss a matter surrounding working on bank holidays**

The Parish Clerk gave a verbal report detailing an issue raised by a few members of staff regarding rates of pay. After discussion it was **RESOLVED** to keep to the terms of the contracts and for the Parish Clerk to communicate this decision to the staff.

6. **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

7. **Confidential matters**

**7.1 To discuss the conclusion of the Parish Clerk's probationary period**

The Parish Clerk left the meeting as arranged at 4.05pm.

The committee then discussed the matter.

The Parish Clerk returned to the meeting at 4.18pm.

The Parish Clerk was then informed by the chair of the matters discussed.

It was **RESOLVED** that the Parish Clerk be appointed on a substantive basis at the pay grade detailed in the offer made on the 18<sup>th</sup> March 2018.

8. **Exchange of Information**

Cllr. Gurney updated those members present about the upcoming Full Parish Council meeting in particular the visit by Gerald Batty from the Wensum Trust.

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

It was agreed to meet on Monday 12<sup>th</sup> November 2018 at 7.00pm at Diamond Jubilee Lodge.

The meeting closed at 4.38p.m.