

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Staffing Committee held on Monday 21 May 2018
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Cllr. Knowles Cllr. Prutton
Cllr. G Britton Cllr. R Grady Cllr. S Gurney Cllr. D King
Mark Knight– Clerk to the Council

IN ATTENDANCE

The Parish Clerk opened the meeting at 7.00pm and welcomed those present and invited nominations for Chairman.

1. Election of Chairman

Cllr Knowles was nominated and was happy to hold this position
RESOLVED Cllr. John Knowles holds position of Chairman

2. Election of Vice Chairman

Cllr King was nominated and was happy to hold this position
RESOLVED Cllr. King holds position of Vice Chairman

3. Absence and Apologies for absence

All members present

4. Declarations of Interests and Dispensations

None declared.
Dispensations. None Received

5. To receive approval of the minutes of the committee meetings held on 5th March and 30th April 2018 from those members present at the held meeting.

These were noted and signed by the Chair as a true record.

6. Terms of Reference

1

Approved.....

Date.....

The draft document was considered. It was agreed to **RECOMMEND** to full council approval of the document.

7. Public Participation

None in attendance.

8. 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 10.2 (i) & (ii) 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.

9. General Matters

9.1 – There were no issues raised here by those members present.

9.2 – Much discussion took place over the progress and procedure to be followed concerning the current recruitment process. The panel for selection and interview was decided upon.

Cllr. Knowles raised the subject of the appraisal process of the Parish Clerk and it was agreed that a Strategic Plan should be developed and put in place to assist with this process. This process to fall under the remit initially of the Policy, Property and Resources Committee, with input and approval resting with the Full Parish Council.

9.3 – This document was formally adopted.

9.4 – This process, having already been spoken about in item 9.2 was noted and it was considered that the high number of applications was encouraging.

10. Exchange of information

None

12. Date, time and venue of next meeting

It was agreed that the meetings for the upcoming year would be held in Diamond Jubilee Lodge at 7pm on the following dates: Tuesday 26th June, Tuesday 31st July, Tuesday 28th August, Tuesday 25th September, Tuesday 12th November, 2018 and Tuesday 4th March 2019.

The meeting closed at 7.43pm.