

**Minutes of the meeting of the Staffing Committee held on  
Tuesday 15<sup>th</sup> November 2022 at 3.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr L Douglass – Chair of the Committee  
Cllr G Britton  
Cllr B Johnson  
Mrs F LeBon– Parish Clerk  
There were no members of the public present.

The Chairman welcomed members and opened the meeting at 7pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllrs Avenell, Franklin, Gurney and King. These were **ACCEPTED**

**2. Declarations of Interest and Dispensations**

No declarations made.

**3. Approval of minutes of the Committee meeting held on 26<sup>th</sup> October 2022**

Minutes of the meeting of 26<sup>th</sup> October 2022 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

**4. Public Participation**

No members of the public present

**5. To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 and 7 in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms the date of the next meeting.**

This was **AGREED**.

**6. To Consider Staffing Budget for 2023/2024**

The Clerk presented draft figures to the committee. It was **AGREED** to adjust the figures for staffing the café to 5 days a week. This increase in the staffing budget will have a partial offset figure in another area of the budget for income from the café.

It was further **AGREED** to, where possible, book training courses as a training venue and sell excess places to other organisations. Whilst the cost of the training courses will increase the staffing budget, there will be additional income for sold training places in another area of the budget. The figures agreed will be fed back to PP&R and then to full council for further consideration.

**7. To Receive Update on Recruitment**

The Clerk reported that interviews had taken place for the Caretaking role, and the successful candidate starts on Monday 21<sup>st</sup> November.

Applications are being received for the role of Café Assistant. It was agreed that the Clerk and the Café Supervisor will interview for this position.

Approved.....

Date.....

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

This will be arranged in January 2023, after the appraisal process which is planned for December.

The Meeting closed at 8pm.

DRAFT

Approved.....

Date.....