

Minutes of the meeting of the Staffing Committee held on
Monday 13 November 2017 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT:

Cllr J Knowles (Chairman)
Cllr G Britton Cllr R Grady Cllr S Gurney
Cllr D King Cllr S Prutton
Mrs M Anderson-Dungar, Locum Clerk

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

1. **Apologies and acceptance for absence**
None, all Members were present.
2. **Declarations of Interest and Dispensations**
None recorded.
3. **Approval of minutes of the committee meeting held on 17 October 2017**
Minutes as previously circulated, were **proposed, confirmed and signed**.
Cllr Gurney, as nominated keyholder, had taken part in an emergency exercise.
4. **Public Participation**
No members of the public present.

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

5. **Implications of the Financial Report**
Cllr Gurney reported on the current budget, actual and predicted expenditure for the remainder of this financial year. The Council could consider virements across Cost Centres.

6. **General Matters – Confidential Item**

6.1 Clerk Appointment Advertisement and its distribution

The documents previously circulated had been revised to include Councillors' comments and were discussed in detail. The advertisement and information pack of documents was finalised, and the following schedule **agreed**:

- Advertisement to be placed by Friday 17 November 2017 by the Locum Clerk on the Parish Council website and those of the Society of Local Council Clerks (cost authorised), Norfolk Association of Local Councils, Norfolk Parishes Training and Support, and if possible Broadland District Council and Norfolk County Council. All enquiries to be directed to the Locum Clerk's email address and telephone number.
- Closing date for applications – Friday 8 December 2017 – applications to be addressed to the Locum Clerk at Hellesdon Parish Council addressed, in sealed envelope marked private and confidential

6.2 Update on current staffing situation

Cllr Gurney gave a verbal update on two issues following recent discussions.

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

7. **Exchange of Information**

Councillors had nothing for this meeting.

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

This was confirmed as **Monday 5 March 2018 at 7.00pm.**

The meeting closed at 9.30p.m.