

**Minutes of the meeting of the Staffing Committee held on  
Tuesday 27<sup>th</sup> September 2022 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

**Present:** Cllr L Douglass – Chair of the Committee  
Cllr K Avenell  
Cllr G Britton  
Cllr U Franklin  
Cllr S Gurney  
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 Cllr King, these were **ACCEPTED**

**2. Declarations of Interest and Dispensations**

No declarations made or dispensations requested

**3. Approval of minutes of the Committee meeting held on 9<sup>th</sup> May 2022**

Minutes of the meeting of 9<sup>th</sup> May 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 the following items 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. Update on Restructure**

The Clerk provided an update on the staff restructure, which was now complete. In addition to this, a new part time caretaker had been recruited as a direct replacement for the part time caretaker resignation in August.

**7. To Receive Report on Head Caretaker Recruitment and Consider Options**

The Clerk provided a report on the recruitment for the Head Caretaker. The following was **AGREED**:

- That the position should be advertised on the parish noticeboards, website and facebook.
- Just Hellesdon will be contacted as soon as is practicably possible to see if the position can be advertised in the October edition.
- An online campaign should be run with the EDP at a cost of £199 + VAT

Approved.....

Date.....

- Continue to run a free campaign on Indeed

*The Clerk Left the Room*

**8. To Consider Clerk's Probation Sign Off**

It was **AGREED** that that the Clerk's six month probation period, as detailed in her contract of employment, should be signed off.

*The Clerk Re-Entered the Room*

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

To be arranged, when the latest pay scales are known so as to assist with the budgeting process.

The Meeting closed at 8.20 p.m.

DRAFT

Approved.....

Date.....