

**Minutes of the meeting of the Staffing Committee held on
Monday 17th May 2021 at 2.30pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr S Gurney – Chair of the Committee
Cllr G Britton
Cllr B Johnson
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 2:30pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr D 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 24th November 2020 from those members present at the held meeting

Minutes had been circulated from the meeting held on 24th November 2020. It was **RESOLVED TO ADOPT THE MINUTES OF THE MEETING**

4. Public Participation

No members of the public present.

5. Resolution to Exclude the Press & Public

**RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING
AGREED BY ALL**

The meeting withdrew into Committee during discussion of the following items related to staffing matters

8. Update on Staffing

A verbal update was given to the committee on the current staffing including 2 recent resignations. It was **AGREED** to review the recruitment for these positions once a start/estimated date for the work on the Community Centre roof is confirmed.

A report by the Clerk on staffing hours and park locking was circulated to all committee members. It was **RESOLVED TO APPOINT AN OUTSIDE COMPANY TO LOCK ALL PARK/ CARPARK GATES AND TOILETS ON DAYS CARETAKING STAFF ARE NOT ROTA'D FOR A LATE FINISH, THIS WILL BE DONE AT THE SAME TIME EACH DAY AT 9PM AND TO WILL INCLUDE PARK LOCKING ON A SUNDAY ALLOWING RESIDENTS TO BENEFIT FROM THE USE OF THE FACILITIES FOR A LONGER PERIOD DURING THE SUMMER MONTHS. IT**

WAS AGREED ON A TRIAL BASIS AND FOR THE CLERK TO BRING, BACK TO STAFFING COMMITTEE FOR REVIEW.

It was **AGREED** no changes to the Norfolk Pension Fund Policy Statement.

9. Exchange of Information
No information exchanged.

10. Date, Time and Venue of next meeting
Next meeting date and time TBC.

The Meeting closed at 4:05 p.m.

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