

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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Parish Clerk: Mark Knight

Minutes of the meeting of the Staffing Committee held on  
Monday 30 April 2018 at 3pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**PRESENT:** Cllr J Knowles (Chairman)  
Cllr R Grady Cllr S Gurney  
Cllr S Prutton Cllr D King  
Mark Knight – Parish Clerk

The Chairman welcomed Members and opened the meeting at 3.00p.m.

1. **Apologies and acceptance for absence**  
Apologies from Cllr Britton were received and accepted.
2. **Declarations of Interest and Dispensations**  
None recorded.
3. **To receive approval of minutes of the committee meeting held on 5<sup>th</sup> and 19<sup>th</sup> March 2018 from those members present at the held meeting.**  
These were so adopted with minor revisions.
4. **Public Participation**  
No members of the public present.
5. **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

**6. General Matters – Confidential Item**

6.1 The Committee discussed the replacement for the Council Administrator with the Parish Clerk being instructed to draw up a Person Specification and Job Description for approval by all members of the Committee.

6.2 The Parish Clerk gave a written report detailing progress made since his appointment on 1<sup>st</sup> April 2018. A copy of the updated Staff Handbook was distributed to all present to examine and provide thoughts for alterations at the next meeting on 21<sup>st</sup> May 2018 with a view to adopting said document at this meeting.

The Committee were satisfied with the direction the Parish Clerk is going and the rate of progress.

**7. Exchange of Information**

None for this meeting.

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

It was agreed to arrange this at the Annual Parish Council Meeting on 1<sup>st</sup> May 2018

The meeting closed at 4.24p.m.