



YAXHAM PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL at 6.30PM on THURSDAY 27th SEPTEMBER 2018

Present Cllrs. Lowings (Chairman), Martin (Vice- Chairman), and Crummett.

In Attendance Mrs P Baldwin (Locum Clerk).

1. **Chairman's Opening Remarks.** The Chairman welcomed the Cllrs to the meeting and Mrs Baldwin as our locum Clerk.
2. **Apologies** Councillors Harvey, Goldsmith and Bennett
3. **Declarations of Interest.** There were no interests declared
4. **Minutes of the previous meeting.**
 - 4.1 The minutes were AGREED by all as a true and correct record and signed by the Chairman.
 - 4.2 **Matters Arising from minutes of previous meeting not covered elsewhere on the Agenda.** None.
5. **Resolution to exclude the public and press.** The resolution was proposed by Cllr Martin and seconded by Cllr Crummett, considered and AGREED.
6. **Clerk/RFO Recruitment**
 - 6.1 **To consider the applications and shortlist those to be interviewed.** Two applications have been received and these were both carefully considered. It was AGREED to invite one candidate for interview.
 - 6.2 **To consider the interview process.** It was AGREED that the interview would take place between 6pm and 7pm on 25th October 2018. The candidate to be invited to attend the council meeting which follows the interview. An item to be included at the end of the Agenda for the Parish Council Meeting on 25th October, with a resolution to exclude the public and the press, the interview panel to discuss the applicant and make a recommendation if an appointment is to be made.

To agree the terms of the appointment. The terms to be agreed dependant on the interview, the candidate to be advised the following day of a decision.
 - 6.3 **To agree the interview panel and interview questions.** It was AGREED that the interview panel would be comprised of the available members of this Committee. Interview questions were AGREED upon. A copy of the questions agreed upon is attached.
7. **To note items for the next meeting's Agenda and the date of the next meeting.**

To be agreed as required.

The meeting closed at 7pm