



**MINUTES OF THE MEETING OF THE PARISH COUNCIL STAFFING COMMITTEE  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 6.30pm on Thursday 24<sup>th</sup> January 2019**

**Present.** Cllrs Lowings, Martin, and Crummett.

**In Attendance** Mrs. P. Baldwin (Locum Clerk).

- 1. Chairman's opening remarks.** The chairman welcomed those present, including the locum clerk, Mrs Baldwin. He advised that one application for the position of clerk has been received.
- 2. Apologies**  
Cllr Goldsmith had given apologies due to a school commitment. The apology was APPROVED
- 3. Declarations of interests** – None received.
- 4. Minutes of previous meeting held on 27th September 2018.**
  - 4.1. The minutes were approved and signed by Cllr Lowings as a true record. All AGREED.
  - 4.2. Matters arising from the minutes. There were no matters arising.
- 5. Resolution to exclude the public and the press.**  
Cllr Martin proposed the passing of a resolution under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for item 6 onwards on the grounds that it could involve the likely disclosure of private and confidential information. The resolution was seconded by Cllr Crummett, and all AGREED.
- 6. Clerk/RFO recruitment.**  
To consider applications, varying the terms of employment and shortlist those to be interviewed. One application had been received. The application was considered and a decision was made to call the candidate for an interview prior to the February Parish Council meeting. It was also agreed not to re-advertise the post until the applicant has been interviewed. The terms of employment to be offered to the applicant were considered and it was agreed that a position as clerk will be offered, for six hours per week. If appointed the applicant would be new to the role and therefore the responsibilities of being the RFO would remain initially with Cllr Martin so that this would allow her to gain experience prior to taking on the responsibilities of RFO. Cllr Martin advised that NALC's recommendation was that one year's experience as a clerk should be gained prior to commencing Cilca training to become a qualified clerk. It was also agreed to offer a payment of £6.00 per week to cover the cost of use of her home as an office, together with an hourly rate as specified by NALC for unqualified clerks.
- 7. To consider items for the next agenda and agree the date of the next meeting.**  
It was agreed that the Staffing Committee would convene as the Interview Panel on 27th February 2019 commencing at 6pm. The Interview Panel would report its findings and recommendations to the following Parish Council Meeting.

The meeting closed at 7.05pm.