



YAXHAM PARISH COUNCIL

To all Councillors who are members of the Parish Council's Staffing Committee

You are hereby summoned to an Extraordinary Meeting of the Parish Council's Staffing Committee via the internet meeting medium, 'Zoom', to consider the following business, to be held on Thursday 3rd September 2020 at 6pm. Please notify the Clerk in good time if, and the reason why, you are unable to join the meeting.

Ian Martin

Chairman, Tel: 01362 821037 Email: yaxhamparishclerk@gmail.com

27th August 2020

AGENDA

1. **Chairman's Opening Remarks.**
2. **Apologies**
To receive and apologies for absence.
3. **Declarations of Interest**
To receive any declarations of interest in items on the agenda and to consider any requests for dispensation. *Applications for any dispensations need to be in writing using the agreed form (www.yaxham.com) and passed to the Chairman before the start of the meeting.*
4. **Minutes of Previous Meetings**
 - 4.1. To approve the minutes of the meeting held on 26th May 2020.
 - 4.2. Matters arising from minutes of the previous meeting not covered elsewhere on the agenda.
5. To consider 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.
6. **Clerk/RFO Resignation & Recruitment**
 - 6.1. To consider the Clerk's resignation and the arrangements put in place through to contract ending on Friday 25th September 2020
 - 6.2. To consider expressions of interest received in this role, advertising and the details of the remuneration and contractual arrangements to be offered
 - 6.3. To consider the timetable required to implement the recruitment process.
7. **To note items for the next meeting agenda**
8. **To agree the date of the next meeting.**