



YAXHAM PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL'S STAFFING COMMITTEE VIA THE INTERNET MEETING MEDIUM, 'ZOOM', AT 6PM ON THURSDAY 3RD SEPTEMBER 2020

Present: Cllrs Martin (Chairman), Oechsle (Vice-Chairman), Couves and Gust.

In attendance: Mrs Vicky Turner, Clerk to the Council.

1. **Chairman's Opening Remarks.** The Chairman welcomed those present.
2. **Apologies** – None – All present.
3. **Declarations of Interest** None
4. **Minutes of Previous Meetings**
 - 4.1. **To approve the minutes of the meeting held on 26th May 2020.**

The minutes were proposed by the Chairman as a true and accurate record of the meeting, seconded by Cllr Oechsle. All **AGREED**. The minutes will be signed by the Chairman in due course
 - 4.2. **Matters arising from minutes of the previous meeting not covered elsewhere on the agenda.** There were no matters arising
5. **Resolution that the public and press be excluded from the meeting**

The Chairman 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, seconded by Cllr Oechsle, and **AGREED**.
6. **Clerk/RFO Resignation & Recruitment**
 - 6.1. The Chairman reported that due to personal family reasons the Clerk had sadly tendered her resignation. The Chairman and Cllrs expressed their thanks and warm appreciation for everything that the Clerk had done and their sadness that matters had come to this. The Chairman reported that with the Clerk's agreement the contract would end on Friday 25th September 2020. The Clerk had agreed to waive her pay for this last month in recognition of the amount that the Council had invested in her training. The Cllrs were very appreciative.
 - 6.2. The Chairman reported that there had been two expressions of interest for this role from existing clerks to parishes elsewhere in Breckland. In the light of the shortness of time before the Clerk's departure, The Chairman and the Vice-Chairman had met both prospective clerks over Zoom and had been very impressed by both. The Chairman set out the pros and cons of each candidate, including issues of experience, qualification and salaries. After discussion the

Chairman proposed, seconded by the Vice-Chairman, that in the light of the time constraint and the quality of the candidates, to dispense with advertising the post and appoint one of the candidates on a 3 month fixed contract (both candidates had agreed that their names should be considered on this basis). This proposal was unanimously AGREED.

- 6.3. The Chairman then proposed that in the light of the experience and qualifications of Mrs Heidi Frary that she be offered the three month fixed term contract to commence, subject to satisfactory references, on 21st September to allow a one week handover from the current Clerk. His was seconded by the Vice-Chairman and AGREED unanimously.

7. To note items for the next meeting agenda

To consider the appointment of the Mrs Heidi Frary on a permanent basis from 1st January 2021.

8. To agree the date of the next meeting.

26th November 2020 at 6.30pm, medium to be confirmed.

There being no other business the Chairman closed the meeting at 6.45pm.