



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 in the David Myhill Room at Yaxham Village Hall, to be held on Thursday 22nd July 2021 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 854248 Email: yaxhamparishclerk@gmail.com

15th July 2021

AGENDA

1. **Chairman's Opening Remarks.**
2. **Apologies** To receive any 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 25th November 2020.
 - 4.2. Matters arising from the minutes 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 & Other Matters**
 - 6.1. To note the Clerk's resignation and arrangements in place through to contract end on Thursday 30th September 2021, including: agreed paid holiday from 1st-25th August 2021; the advertisement pack; arrangements for interview; and handover arrangements ahead of 1st October 2021.
 - 6.2. To consider recommending the amended Complaints Policy to the Parish Council.
 - 6.3. To consider a resident's continued correspondence with the Clerk and agree any actions to recommend to the Parish Council.
7. **Interview Panel**
 - 7.1. To resolve the Committee into the Interview Panel and undertake interviews.
 - 7.2. To agree any recommendations to the Parish Council on the appointment of a clerk.
8. **Items for the including on next agenda**
9. **Date of next meeting**
To be arranged as required by the recruitment and appointment process.