



YAXHAM PARISH COUNCIL

Staffing Committee Meeting

Thursday 26th July 2018 at 6.30pm at the Yaxham Village Hall in the David Myhill Room
Minutes.

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

1. Chairman's Opening Remarks.

The Chairman welcomed the Cllrs to the meeting and advised that sadly the Clerk, Melanie Eversfield, had felt for personal reasons was unable to clerk the meeting. He therefore proposed Cllr Martin to Clerk the meeting. **AGREED unanimously.**

2. To receive and accept apologies for absence. None.

3. To receive any declarations of interest in items on the agenda and to consider any requests for dispensation. None.

Cllr Martin moved a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item 4 onwards on the grounds that it could involve the likely disclosure of private and confidential information. **AGREED unanimously.**

4. To consider the proposed recruitment pack for Clerk and RFO to Yaxham Parish Council.

This was agreed with one amendment. The deadline for applications was proposed to be changed from 1st to the 21st September 2018. **AGREED unanimously.**

5. To note handover arrangements with present Clerk and RFO.

It was confirmed that Melanie Eversfield would finish as Clerk/RFO on 31st July 2018. The Chairman has agreed with the Clerk that the laptop, electronic and physical files, passwords and cheque-books will be handed over on Monday 30th or Tuesday 31st July 2018. It was AGREED unanimously that in the matter of references for the outgoing Clerk, that the Council adopt the standard business practice when a reference is requested of solely confirming the dates and responsibilities of the appointment of the person concerned.

6. To consider and agree interim arrangements for the Clerk and RFO post.

The Chairman proposed that:

- Pat Baldwin, Clerk to North Tuddenham and who acted as locum for Yaxham in 2018, to Clerk the Parish Council, Charity and Committee meetings this evening, and in September and October;
- The Chairman and Vice-Chairman to cover the Clerk's responsibilities between meetings; and the Vice-Chairman to cover the RFO responsibilities in the interim.

AGREED unanimously.

7. To note items for the next meeting agenda and to note date of next meeting.

The date of the next meeting was **AGREED** as 27th September 2018 in the event that there are applications to be Clerk to be considered.

There being no other business the Chairman was closed the meeting at 7.10pm.

Chairman 27th September 2018