



YAXHAM PARISH COUNCIL

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

A meeting of the Parish Council's Staffing Committee will be held on Thursday 27th September 2018 at 6.30pm at the Village Hall in the David Myhill Room, to transact the business set out in the Agenda below, and you are summoned to attend.

Please notify the Chairman if you are unable to attend.

Peter Lowings,

Parish Chairman, Tel: 01362 690290, Email: yaxhamparishclerk@gmail.com

20th September 2018

AGENDA

1. Chairman's Opening Remarks.
2. To receive apologies for absence.
3. To receive any declarations of interest in items on the agenda and to consider any requests for dispensation.
4. **Minutes of Previous Meetings**
 - 4.1. To approve the minutes of the meeting held on 26th July 2018.
 - 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 Recruitment**
 - 6.1. To consider the applications received and shortlist those to be invited for interview
 - 6.2. To consider the proposed interview process:
 - Interviews to take place at 6pm-7pm on Thursday 25th October 2017.
 - Candidates to be invited to attend the following Council Meeting.
 - Item to be included at the end of the agenda with the public and press excluded, for the Interview Panel to report on the interviews and recommend whether to appoint one of the candidates.
 - To agree the terms of such an appointment & candidates to be advised the following day.
 - 6.3. To agree the interview panel & interview questions
7. To note items for the next meeting agenda and to note date of next meeting.