



**MINUTES OF THE MEETING OF THE PARISH COUNCIL STAFFING COMMITTEE  
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL  
At 6.00 pm on Thursday 18<sup>th</sup> July 2019**

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

**In Attendance** Mrs Turner (Clerk) and Cllr Lowings

1. **Chairman's opening remarks.** The Chairman welcomed those present.
2. **Apologies**  
No apologies – all present.
3. **Declarations of interests** – None received.
4. **Minutes of previous meeting held on 27th September 2018**
  - 4.1. **To approve the Minutes of the Meeting held on 24<sup>th</sup> January 2019**  
The minutes were approved and signed by Cllr Martin as a true record. All **AGREED**.
  - 4.2. **Matters arising from the minutes.** There were no matters arising.
5. **Resolution to exclude the public and the press**  
Cllr Martin 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. This was seconded by Cllr Oechsle, and **AGREED**.  
At the Chairman's discretion councillors who were not members of the Committee remained.
6. **Clerk/RFO**
  - 6.1. **To consider whether to confirm the formal appoint of the Clerk at the end of the probationary period**  
The Clerk was asked to leave the room whilst discussions took place. The decision to appoint was **AGREED**. The Clerk's application to the Council, as required under the contract of employment, to undertake the role of Clerk to another council, Merton Parish Council was discussed and **AGREED**. The Chairman to advise Merton Parish Council.  
The Clerk was invited to re-join the meeting and was congratulated on her appointment.
  - 6.2. **To consider the Clerk's Objectives through to March 2020, including training requirements**  
Proposals for the Clerk's objectives for the coming year to March 2020 were circulated to the Committee prior to the Meeting and **AGREED** that these were appropriate targets. It was also highlighted that in addition to these, the Complaints Policy may need updating and that the Clerk and Cllr Oechsle should attend a Microsoft Office workshop to enhance their skills in *Word*.
  - 6.3. **To consider holiday arrangements for the Clerk's proposed leave**  
Clerk's leave was agreed to be 12– 31.08.19. The Clerk to set up an 'Out of Office' email and a divert to Cllr Oechsle's mailbox for her leave as Cllr Martin's leave overlaps these dates.
7. **To consider items for the next Agenda and agree the date of the next Meeting.**  
It was agreed that the Staffing Committee would meet on 24<sup>th</sup> October, before the Budget is set, in order to appraise the Clerk's progress with the CiLCA Training, and to review the Clerk's hours.  
  
The Meeting closed at 6.22pm.