



## YAXHAM PARISH COUNCIL

### MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL STAFFING COMMITTEE HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL Thursday 22<sup>nd</sup> July 2021 At 6pm.

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

**1. Chairman's Opening Remarks.**

The Chairman welcomed colleagues to the first physical meeting of the Committee since November 2019. In terms of Covid Protocols it was agreed to use "restaurant rules" i.e. the wearing of masks was requested when moving around, but not when seated. As no interviews were planned this evening the meeting's start had been put back to 6.45pm. The Chairman proposed to delete Agenda Item 7. and consider interview arrangements after Item 6.1 of the Agenda.

**2. Apologies –** The Clerk had sent apologies due to self-isolating after an inconclusive Covid Test.

**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](http://www.yaxham.com)) and passed to the Chairman before the start of the meeting.* None.

**4. Minutes of Previous Meetings**

4.1. To approve the minutes of the meeting held on 25<sup>th</sup> November 2020.

The Chairman proposed that they should be agreed as a true and accurate record of the meeting, seconded by Cllr Gust. All Agreed. The minutes were signed by the Chairman.

4.2. Matters arising from the minutes not covered elsewhere on the agenda. None

**5. Resolution to exclude the public and press.**

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 Whadcoat, and AGREED.

**6. Clerk/RFO Resignation, Recruitment & Other Matters**

6.1. The meeting Noted the Clerk's resignation and arrangements in place through to contract end on Thursday 30<sup>th</sup> September 2021, including: agreed paid holiday from 1<sup>st</sup>-25<sup>th</sup> August 2021; the advertisement pack; arrangements for interview; and handover arrangements ahead of 1<sup>st</sup> October 2021.

**Interview arrangements.**

The Chairman reported that there were two applicants for the role of Clerk/RFO. However, personal circumstances prohibited them being interviewed this evening. Having consulted Cllr availability, and that of the applicants, the Chairman proposed that the Committee recommend to the Parish Council that an Interview Panel

comprising Cllrs Martin, Gust, Lowings and Oechsle should interview the candidates on the evening of 5<sup>th</sup> August 2021 between 7-8pm, and that the Panel be delegated the power to agree to appoint either one or neither of the applicants, and to offer appropriate terms as required. CVs and Interview Questions will be circulated in advance. After discussion this proposal was AGREED.

**6.2. To consider recommending the amended Complaints Policy to the Parish Council.**

The Committee considered the revised policy and the Chairman proposed that this be recommended to the Parish Council to adopt. Seconded by Cllr Whadcoat, and AGREED.

**6.3. To consider a resident's continued correspondence with the Clerk and agree any actions to recommend to the Parish Council.**

The Committee considered the matters presented and the Chairman proposed recommending to the Parish Council that no action be taken at present, but to review this in the light of the Complaints Policy in the event that matters changed. Seconded by Cllr Whadcoat, and AGREED.

**~~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 None**

**9. Date of next meeting**

To be arranged as required by the recruitment and appointment process.

There being no other business the meeting closed at 7.10pm