

# DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

Tuesday 11<sup>th</sup> October at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Present: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Angie Taylor, Hilary Kisby.  
Clerk: Mrs Sarah Hawken

**1. Apologies and consideration of acceptance for absence.**

No members were absent.

**2. Members' declarations of interest and requests for dispensations.**

No members declared an interest.

**3. To receive and approve minutes from Staffing Committee held on 18<sup>th</sup> July 2022.** The committee received and APPROVED the minutes of the meeting held on Thursday 18<sup>th</sup> July 2022.

**4. To receive any questions or comments from members of the Public.**

No members of the public were present.

**5. Staffing Matters.**

**The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature. Staffing.**

**5.1 Review the recruitment process for the new Assistant Clerk and RFO.**

NPTS provided excellent support to the recruitment process.

The interviews were conducted with a panel of Councillors, the Clerk and NPTS representative.

The committee reviewed the applicants on an individual basis.

**5.2 Decide on appointment for recommendation to Council.**

It was proposed to recommend to Council that Amy Louise Gallant is appointed as the Assistant Clerk and Responsible Financial Officer to Drayton Parish Council, subject to suitable references. The proposal was unanimously **AGREED** by the committee.

**Action: Clerk**

**5.3 Decide on timeframe for Locum Clerk contract for recommendation to Council.**

The committee proposed to accept the contract for the Assistant Locum Clerk and would recommend to Council that the contract is reviewed at the end of January 2023. The proposal was unanimously **AGREED** by the committee.

**Action: Clerk**

#### 5.4 Discuss other staffing roles.

The committee discussed other staffing roles within the Council and their potential longer term.

The committee requests that other committees provide feedback on further works required to enhance Drayton which could be covered within the scope of the Maintenance Operative role.

**Action: Committees/Clerk**

#### 5.5 Clerk's Review.

The committee reviewed the Clerk's performance and **AGREED** that the Clerk has satisfactorily passed her 6 month probationary period. This was unanimously approved by the Committee.

A mid-year review will be conducted with the Clerk on the 20<sup>th</sup> October 2022 following the Staffing Committee Meeting.

### **6. To consider items for next agenda and date and time of meeting.**

Consider budget requirements for 2023/24.

Discuss the working hours of the Clerk and Assistant Clerk and RFO.

Discuss the opening hours of the Parish Council Office.

Thursday 20<sup>th</sup> October 2022 Staffing Committee Meeting

Meeting closed at 8.11pm.

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