

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MINUTES

Thursday 11 August 2022 at 7pm at the Pavilion, King George V Playing Field, Drayton, NR8 6AW.

Present: Cllrs N Quinsey (Chairman), J Anderson, A Taylor

Locum Clerk: J King

Members of the public: none

1. Apologies and consideration of acceptance for absence

No members were absent.

2. Members' declarations of interest and requests for dispensations

None.

3. Approval of minutes of the Staffing Committee Meetings held on Wednesday 25 May 2022 and Monday 18 July 2022

These were AGREED as a true record of proceedings with no amendments.

4. Questions or comments from members of the Public

No members of the public were present.

5. Staffing Matters

It was AGREED under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public due to the confidential nature of the item to be discussed.

It was AGREED to recommend to Full Council that the probationary period of the Assistant Clerk be brought to an end, in line with HR advice, as soon as practicable.

It was AGREED to recruit an assistant clerk/RFO for 22 hours per week, to use the services of Norfolk Parish Training and Support as necessary and the HR Adviser to benchmark the role to determine the salary scale.

It was AGREED to seek locum support as necessary.

All in favour.

6. Items for next agenda and date and time of meeting

Thursday 20 October 2022

Meeting closed at 6.38pm