HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Staffing Committee held on Wednesday 8th May 2024 at 6pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr L Douglass – Chair of the Committee
Cllr D Britcher
Cllr S Gurney
Cllr A Lock

Also in Attendance: Mrs F LeBon – Parish Clerk

The Chairman welcomed members and opened the meeting at 6pm.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Britton, Cllr Johnson and Cllr Maidstone.

2. **Declarations of Interest and Dispensations**
   Cllr Douglass declared that she had participated in correspondence relating to item 6 [non pecuniary interest].

3. **Approval of minutes of the Committee meeting held on 22nd April 2024**
   Minutes of the meeting of 22nd April 2024 had been circulated. It was **AGREED** that these were a true and accurate record of the meeting.

4. **Public Participation**
   No members of the public present

5. **To consider resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 and 7 in view of the confidential and personal nature of the business to be transacted.**
   This was **AGREED**.

The Meeting was Closed to the Press and Public

6. **To Receive Professional Report and Agree Resulting Actions**
   The professional report had been circulated to members. The Clerk provided an additional verbal update.
   After due consideration, it was **AGREED** to concur with the professional advice. A formal letter would be sent to make arrangements. Parish Council representatives were **AGREED**.

7. **To Receive Update on Caretaker Recruitment.**
   It was reported that there were some very strong candidates for the role and a successful recruitment had been made.
   An update was provided on the requirement for a new member of the facilities team, as part of the grounds division. A candidate for the caretaking role had been interviewed with good grounds experience. It was **AGREED** that the clerk could contact this candidate about the grounds role.

Approved……

Date……

DRAFT

The Meeting was Reopened to the Press and Public

8. Items for the Next Agenda
Report as a result of agenda item 6.

9. To Confirm Date, Time and Venue of Next Meeting
To be confirmed once the actions from agenda item 6 have been concluded.

The Meeting Closed at 6.45pm

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Approved…….....

Date……