

**Minutes of the meeting of the Staffing Committee held on
Wednesday 21st MAY 2025 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr David Maidstone – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney- Minute Taker
Cllr Mike Hicks
Cllr Andrew Lock
Cllr Roy Forder

The Chairman welcomed Councillors and opened the meeting at 7pm.

1. Apologies and acceptance for absence.

Cllr Greg Britton and Cllr Bill Johnson tendered apologies for this meeting.

2. Declarations of Interest and Dispensations.

There were no dispensations raised by any member of the Cllr Committee.

3. Approval of minutes of the Committee meeting held on 13th May 2025.

Draft minutes of the meeting of 17th March 2025 had been circulated previously. The minutes were **AGREED** as a true and accurate record of the meeting and were duly signed by the Chairman.

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 to 10 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. Update probationary period for Deputy Clerk. There was no update as a review of this matter was scheduled for a July meeting of the committee. Payroll issues had been rectified.

7. Update of Temporary Administrator

Negotiations had been concluded with the agency, and a smooth transition had been agreed. Appropriate documentation would be drafted and provided with a suitable commencement date being negotiated.

Approved.....

Date.....

8. Update on Clerk recruitment.

- (a) Update on appointment: The job opportunity had been offered to the successful interview candidate and had been accepted. References had been sought by the Chairman of the committee who report back to the Staffing Committee members. Further references may be required. A commencement date was being sought.
- (b) Consultation with various agencies and organisations had been fruitful in acquiring a list of Locum Clerk opportunities. The Chairman of the committee was instructed to approach some of the people on this list for availability for the next three months, which needed to include a cross-over period to assist the new incumbent. The Chairman would need to report back to the committee on the progress to date of that temporary appointment.

9. Items for next agenda.

Tbc

10. To Confirm Date, Time and Venue of Next Meeting

Tbc.

Meeting ended at 20.35hrs.

Approved.....

Date.....