

**Minutes of the meeting of the Staffing Committee held on
Wednesday 13th May 2025 at 6:15pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr Lacey Douglass – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney
Cllr Bill Johnson
Cllr Andrew Lock
Cllr David Maidstone
Cllr Greg Britton

Also in Attendance: Mr H Clark- Deputy Clerk

The Chairman welcomed Councillors and opened the meeting at 6:15pm.

1. Apologies and acceptance for absence.

No apologies

2. Declarations of Interest and Dispensations.

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

Mr H Clark declared an interest in Agenda item 6 and stated that he intended to leave the room for the duration of this item.

3. Approval of minutes of the Committee meeting held on 2nd April 2025.

Draft minutes of the meeting of 2nd April 2025 had been circulated previously. Cllr Shelagh wished to make amendment to item 9 from the 2nd April where The minutes were to meant to state July and not June AGREED as a true and accurate record of the meeting with the changes made 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 8 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

Deputy Clerk left room at 18:18 hrs

Approved.....

Date.....

6. Update on Deputy Probation

The committee noted that the probation period for the deputy clerk is to end in the in July and not June as stated from 2nd April 2025 Staffing minutes.

Deputy Clerk re-entered that room at 18.22 hrs

7. Update and consideration on temporary administrator.

The committee was informed that the Temporary administrator is a pleasant presence in office, Cllr Lacey Douglass Proposed that the deputy clerk is to contact the Staff agency to discuss the purchasing of the temporary administrators contract and to liaise with the temporary administrator to discuss employment with Hellesdon Parish council for the role of office administrator that has been previously advertised, 2nd by Cllr Bill Johnson and **AGREED.**

8. Update and consideration on clerk recruitment

The committee was informed by the head of the interview panel that a candidate for the clerk vacancy has been decided. Cllr Lacey Douglass instructed the deputy clerk to inform the successful candidate of their selection and to request to contact the candidates' references.

9. Items for next agenda.

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

Meeting closed at 18:50 hrs.

Harry Clark Deputy Clerk to the Council

Dated 13th May 2025

Approved.....

Date.....