

## **Minutes of a Staffing Committee Meeting – 11<sup>th</sup> November 2025 at 5:30pm**

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon

**Present:** Cllr David Maidstone – Chair of the Committee  
Cllr David Britcher  
Cllr Greg Britton  
Cllr Roy Forder  
Cllr Shelagh Gurney  
Cllr Bill Johnson  
Cllr Andrew Lock

Richard Bishop (Locum Clerk)

**1. Apologies and acceptance for absence**

No apologies – all present.

**2. Declarations of Interest and Dispensations**

No declarations were made or dispensations applied for.

**3. Public Participation**

There were no public present.

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

It was RESOLVED to exclude the press and the public.

**5. To receive and consider minutes of meetings held on 24<sup>th</sup> September 2025.**

The minutes of 24<sup>th</sup> September 2025 were AGREED by the Committee as a true record and SIGNED by the Chairman.

**6. To receive and consider outstanding issues for current vacancies, recruitment timetable/procedure and subsequent appointment:**

**(a) To retrospectively confirm appointment of 3 Staffing Committee members to serve on interviewing panel for the Parish Clerk on 17<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> October 2025.**

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The Locum Clerk had to arrange four interviews across three separate days; this presented a problem of consistent availability to keep the interviewing panel the same. It meant that not all the designated members or the substitute was available. The recruitment policy did not allow for a smaller number of members, neither did it accommodate a further substitute member. Cllr Bill Johnson was available to fill the vacant position on all three days. Retrospectively the three members to serve on the Interviewing panel for the Parish Clerk were: Cllr David Maidstone, Cllr Greg Britton and Cllr Bill Johnson, who joined Cllr Robin Sear and Cllr Mel Maidstone who were appointed by the Full Council. It was proposed by Cllr David Maidstone, seconded by Cllr Bill Johnson and all AGREED with one abstention.

**(b) To receive report from Locum Clerk on appointment of Parish Clerk, confirmation of salary scale, receipt of references and start date of 5<sup>th</sup> January 2026.**

Following a period of advertising, all applications received were considered by the Staffing Committee on 13<sup>th</sup> October and a short list of four applicants were invited for interviews conducted on 17<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> October. The successful applicant Mr. Jonathan Hall was offered and has accepted the position and the Committee confirmed that in line with his qualifications and experience, he would commence on SCP 37, progressing to SCP 38 after a successful probationary period and each subsequent year up to SCP 41. It was proposed by Cllr David Britcher, seconded by Cllr Shelagh Gurney and all AGREED. The new Parish Clerk would be starting work on Monday 5<sup>th</sup> January 2026.

**(c) To receive report from Locum Clerk on appointment of Groundsperson & Deputy Facilities Manager, confirmation of salary scale, receipt of references and start date of 24<sup>th</sup> November 2025.**

Following a period of advertising, all applications received were considered by the Staffing Committee on 13<sup>th</sup> October and a short list of three applicants were invited for interviews conducted on 22<sup>nd</sup> October. The successful applicant Mr Chris Fisher was offered and has accepted the position and the Committee confirmed that in line with his qualifications and experience, he would commence on SCP 13, progressing to SCP 14 after a successful probationary period and each subsequent year up to SCP 15. It was proposed by Cllr Shelagh Gurney, seconded by Cllr David Maidstone and all AGREED. The new Groundsperson & Deputy Facilities Manager would be starting work on Monday 24<sup>th</sup> November 2025.

**7. To receive an update on other on-going staffing matters as appropriate.**

**(a) Current sick leave of Deputy Clerk and temporary cover.**

The Locum Clerk reported that the Deputy Clerk had self-certified the first week of being off sick and had notified a further month via a fit note received from his doctor. He was not expected back to work until 24<sup>th</sup> November at the earliest. There were issues to resolve in terms of continuity and covering for his absence.

The Locum Clerk outlined his short-term plan in respect of banking, payments due and payroll, notwithstanding servicing the various meetings with agendas, minutes and clerking. There were longer term issues that would need addressing if the sick leave extended beyond 24<sup>th</sup> November. The current situation highlighted a number of resilience issues that come to the fore when admin tasks are exclusive to individual members of staff, it was recommended that many of the admin tasks/duties should be interchangeable and not exclusive.

It was AGREED that the Locum Clerk should have discretion to get further temporary assistance should the Deputy Clerk not return to work on 24<sup>th</sup> November, and if any temporary assistance was available for someone familiar with Rialtas Accounting system, then this could be arranged as soon as possible. A final

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discussion took place on the possibility of a phased return, as the Locum Clerk stated that this may be required to ease the Deputy Clerk back into the workplace.

**(b) Progress report on Investigation of incident(s).**

The Locum Clerk reported that an HR Consultant/Adviser had not yet been appointed to assist Cllr David Fahy with this investigation. In view of the staff shortages due to recruitment and sickness, this was not top of the priority list. It would be dealt with as soon as more pressing matters were resolved. It was AGREED that it may be necessary to re-start the process and shorten the time span.

**(c) Potential investigation/disciplinary.**

This issue was more a management issue relating to the Community Centre Café than an investigation or disciplinary, as there was an opportunity to close the Community Centre Café on Wednesday 12<sup>th</sup> November (the next day) as it is already scheduled to be closed for new door installation on the Thursday and Friday. It would provide an opportunity to give everything a deep clean/tidy and allow for preparation of the essential repair/door replacement works, also use this time to fully assess what support is needed for the Community Centre Manager and staff moving forward. The aim would be to re-open again on Tuesday next week. This followed on from previous discussions at a recent Community Centre Committee meeting and needs to be confirmed at the Full Council meeting, which follows later this evening. It was AGREED for the Chair of the Community Centre Committee Cllr Roy Forder to report to Full Council, with the recommendation to close with immediate effect, re-opening on Tuesday next week. The Locum Clerk would then need to take urgent action first thing tomorrow morning, to inform the Café Manager and get closure notices out etc.

The Chairman stated that this would be his last meeting as Chair, he stated that it was his intention to resign at the point where a new Clerk was appointed and the Council are now at that point. He would inform Full Council, and a new Chair would be duly appointed.

**8. To confirm the date, time and venue of next meeting**

The date and time of the next meeting would be dictated to by the staffing workload, circumstances and need. The Locum Clerk would constantly liaise with the Chairman.

Meeting closed at 6.50pm

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