

HC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Locum Clerk: Richard Bishop

Notice of Staffing Committee Meeting – 14th January 2026 at 3:00pm

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road
Committee Members are summoned to attend for the purpose of transacting the following business.

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

AGENDA

- 1. Apologies and acceptance for absence**

- 2. Declarations of Interest and Dispensations**
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

- 3. Public Participation**
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

- 4. To receive and consider minutes of meetings held on 11th November 2025.**

- 5. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 6 to 11 in view of the confidential and personal nature of the business to be transacted.**

- 6. To receive and consider outstanding issues for current vacancies, recruitment timetable/procedure and subsequent appointment:**
 - (a) To receive and consider resignation from the Deputy Clerk, to finalise outstanding annual leave due, Time-off-in-lieu accrued, confirm leaving date of 20th January 2026 and address investment in CiLCA training – consider report from Locum Clerk.

 - (b) To receive and consider draft Recruitment Package for a replacement Deputy Clerk – to include advert, job description, person specification and application form; to agree timetable.

 - (c) To appoint an Interviewing Panel and agree dates for shortlisting – to confirm this is a Senior position i.e. two further members of the Council would be required

- 7. To receive and consider quotation from Council HR & Governance Support for a governance review and on-going HR Support; and whether to take this forward as a recommendation to Full Council.**

- 8. To receive and consider Draft Staffing Budget for 2026-27.**

9. **To receive and consider Work Experience request from year 10 student during the week of 11th to 15th May 2025.**
10. **To receive an update on other on-going staffing matters as appropriate.**
 - (a) Report and Risk Assessment from Facilities Manager relating to the erection of a Christmas Tree for the Bull PH; to further consider report by the Locum Clerk and offer to pay any staffing costs incurred.
 - (b) Locum Clerk Report on internal meeting - File note – 12/11/2025.
 - (c) Complaint report/incident 13/11/2025 and subsequent response from Locum Clerk.
 - (d) Progress report on Investigation of incident(s).

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

Richard Bishop Locum clerk to the Council

Dated: 7th January 2026