



**Minutes of the meeting of the Personnel Committee
Held on 7th August 2023 at 6.30pm at the Town Hall**

Present:

Cllr T Ashby (Presiding)
Cllr A Westby Cllr T Taylor Cllr R Bond Cllr E Tyrer
Michelle Barron (Town Clerk)

09.2023) Apologies for absence.

None

10.2023) Declarations of Interest

- a) To consider declarations of interest in respect of items below – None received
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest – None received

11.2023) Minutes of meeting of the Personnel Committee held on 17th July 2023

On the motion of Cllr Taylor, seconded by Cllr Westby, it was

RESOLVED to accept the minutes of the Personnel Committee meeting held 17th July 2023.

ACTION: CLERK

12.2023) Employment of Locum Clerk

The Clerk informed the committee that there was a possibility of securing a part time locum clerk to support the office. The applicant was a qualified and experienced clerk. On the motion of Cllr Tyrer, seconded by Cllr Bond it was **RESOLVED** to explore the option of appointing a locum clerk as soon as possible.

13.2023) Exclusion of Press and Public

On the motion of Cllr Taylor, seconded by Cllr Westby, it was **RESOLVED** to exclude the press and public due to the sensitive nature of items to be discussed.

07.2023 Contract and employment details.

The Clerk has explored with Norfolk Parish Training and a discussion was had regarding appropriate salary bands. [REDACTED] This will be either on a self-employed basis, or on a three-month short-term rolling contract. This will be 8-12 hours per week with our preference being nearer 12 and should be largely within office hours except when to cover meetings as required. On the motion of Cllr Taylor seconded by Cllr Bond it was **RESOLVED** to get the ball rolling in relation to the above.

ACTION:CLERK

Meeting closed