Personnel Committee

Notes of a Personnel Committee meeting held on 2nd October 2023 at 6pm held in the Parish Council Office, 37 Lynn Road, Snettisham, PE31 7QA

Present: Cllrs J Smith (Chair) L Standeven, G Deverick, K Penty, D Bocking

Clerk: Claire Smith

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# Members’ declarations of interest

## None.

# Apologies and consideration of acceptance for absence

All present.

# Cllrs resolved to close the meeting due to reasons of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 S.1(2)

# Resignation of the clerk

## Cllrs noted the resignation of the clerk received by the Chairman Cllr Penty and Chairman of Personnel, Cllr Smith on 27th September 2023.

# Recruitment

# Cllrs agreed to use the same process that was used in the last recruitment of a clerk in 2021. The clerk would update the advert, job description and person specification for distribution. The advert would be placed with NALC, Council notice board and website as well as on social media.

# Pay scales, holiday and pension arrangements would be as currently in place for the clerk. Closing date would be 27th October with interviews scheduled for 6th November. It was agreed Cllrs Smith, Penty and Standeven would conduct the interviews.

# In the meantime a NALC would provide support for Council meetings to continue. It was agreed that a locum would be appointed to cover the interim period.

# Meeting closed 6.45pm