# Brundall Parish Council

Minutes of the Parish Council Meeting held on Monday 27th November 2023 at 18:30 at the St Laurence Centre, Brundall

|  |
| --- |
| **Present:** Cllr K Wilkins (Chairman), Cllr L Britt, Cllr G Buckley, Cllr P Gabillia, Cllr J Mickelburgh, Cllr R Tungate, Cllr J Warns, Cllr C Whitehouse**Parish Clerk(s)**: C Dickson (Deputy) |
|  | *Details* | *Action* |
|  | **Housekeeping**Cllr Wilkins advised that this meeting is held with the public and press being excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following items of business on the grounds that they may involve the likely disclosure of confidential and exempt information. |  |
| **2023-0152** | **Staffing Matters****Clerk**The Clerk, Sharon Smyth, has tendered her resignation after her successful appointment as Clerk to Attleborough Town Council. Her last working day for the Council will be the 17th December 2023. There will be a social gathering for the Council and residents at 6pm on the 18th December to say a thank you to Sharon for her years of work for the Council.Following a Staffing Committee meeting the Deputy Clerk, Claudia Dickson, was interviewed for the position. The Staffing Committee considered the interview a success, that Claudia was a suitable candidate to be appointed Clerk to Brundall Parish Council, and are therefore recommending the full Council appoint her to the position.[Cllr Gabillia joined the meeting]During the recruitment process it was discovered that there was a conflict between the Council’s Employment Policy and the Terms of Reference of the Staffing Committee. The Employment Policy has been withdrawn for consideration by the Advisory and Scrutiny Committee. This was **approved** by the Council.The Council unanimously **approved** the appointment of Claudia Dickson at Clerk to Brundall Parish Council. She will take up the position from the 18th December.[Cllr Savory joined the meeting] |  |
| **2023-0153** | **Staffing Matters****Locum support**[Cllr Bonham joined the meeting]Norfolk Parish Training and Support were approached to help with recruiting locum support while the Council determines the best staffing structure going forward. Anne Barnes had been approached and is happy to do 10 hours per week for as long or as short a time as is required. |  |
| **2023-0154** | **Staffing Matters****Admin Support and recruiting a new Deputy Clerk**An advert for temporary admin support has been posted on the website and notice boards, and there will be a Social Media post later this week. The use of a virtual assistant is also being considered.Claudia will retain the RFO position. The Staffing Committee therefore see a new Deputy Clerk incorporating an Asset Manager role. An advert will be posted shortly. |  |
| Signed as a true record …………………………………………….……. Date …………………………  |