**Brundall Parish Council**

**Brundall Memorial Hall**

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**Brundall**

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**Meeting of the Staffing Committee**

**Wednesday 1 November 2023 9am**

**Venue: Brundall Memorial Meeting Room**

Members of the Press and Public permitted – prior notice requested.

**Agenda**

1. **Housekeeping**
2. **To consider apologies for absence**
3. **Declarations of interest**
4. **Approval of Minutes and Confidential Minutes of Staffing Meeting 4th August 2023**
5. **Actions from the Staffing Meeting on 4 August 2023**
6. **To consider a resolution to close the Meeting under the Public Bodies (Admissions to Meetings) Act 1960 to discuss the following:**

* To report on the expected forthcoming vacancy for Parish Clerk
* To discuss the process for finalisation of the Parish Clerk’s term of employment, including business continuity and handover
* To discuss any need for a short term option to cover any vacancy in clerking hours with locum support
* To discuss proposals to fill the Parish Clerk vacancy and related discussion regarding future plans for the roles and responsibilities of the staffing team
* If appropriate, resolve a recommendation to the full Council for the position of Parish Clerk and future staffing support

1. **Items for next Agenda**
2. **Date of next Meeting:** 9 February 2024

**Claudia Dickson, Deputy Parish Clerk**

**26 October 2023**