

DRAYTON PARISH COUNCIL STAFFING COMMITTEE MEETING MINUTES

Held on Wednesday 25th May 2022 at 12.00pm at the King George V Offices of the Parish Council.

Members in attendance: Cllrs Neil Quinsey (Chairman), Jeff Anderson, Andrew Baker.
Locum Clerk: Anne Barnes.

1. **Apologies and consideration of acceptance for absence.**
Apologies for absence due to holidays were received and accepted from Cllr A. Taylor.
2. **Members' declarations of interest and requests for dispensations.**
None.
3. **To receive and approve minutes from Staffing Committee held on 19th May 2022.** The minutes were received by the committee. Approval of the minutes proposed by Cllr Quinsey, seconded by Cllr Anderson, all in favour.
4. **The Committee may consider that in accordance with the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during consideration of the following items due to their confidential nature.**
No members of the public or press present.
5. **Staffing.**
 - 5.1 **To approve the contract and appointment of the Assistant Clerk.**
Second interviews for the candidates shortlisted had been held and the candidates considered by the committee. Proposed by Cllr Anderson, seconded by Cllr Quinsey that Mrs Lorraine Trueman be offered the position of Assistant Clerk. All in favour.

A Contract of Employment had been prepared by Personnel Advice & Solutions Ltd. The Committee considered the Contract and were happy with the advice given.

The Committee considered the office opening hours and will review them at the next meeting with a view to a proposal for new hours from October 2022.

The start date for the Assistant Clerk will be Monday 6th June 2022. The Clerk will be asked to contact the candidate and then inform all councillors of the decision.

The Chairman thanked Cllr Anderson for assisting with the interviews.
6. **To consider items for next agenda and date and time of meeting.**
To review the training and development policy of the Council.
Staffing Committee meeting on Thursday 7th July 2022 at 7.00pm.

Meeting Closed: 12.15pm