

# Bradwell Parish Council



14 September 2021

A meeting of the Staffing & Standards  
Committee Meeting at 6.30pm  
This meeting was held at Bradwell Bowling Club

**PRESENT:** Cllrs Hirst (Chairman), Goodchild , Howe

**IN ATTENDANCE:** Parish Clerk, C Bacon;

## **2109-S126) TO ELECT STAFFING COMMITTEE CHAIRMAN**

Cllr Hirst was elected as Committee Chairman.

**2109-S127) TO RECEIVE APOLOGIES FOR ABSENCE:** None

## **2109-S128) EXCLUSION OF THE PRESS AND THE PUBLIC**

It was resolved that, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded from this meeting.

**2109-S129) TO RECEIVE DECLARATIONS OF INTEREST:** None

## **2109-S130) MINUTES OF LAST MEETING**

For information only; minutes of 6<sup>th</sup> July 2021 were approved at the Parish Council meeting of 31<sup>st</sup> August 2021.

## **2109-S131) CLERK'S REPORT**

The Clerk handed in her resignation on 6<sup>th</sup> September 2021. Her notice period is 12 weeks, so her last working day will be 26<sup>th</sup> November 2021. In order to assist training / handover to new Parish Clerk, the Clerk has offered to take an Assistant Clerk role on a zero hours contract, to be called to work as and when required until such time the Clerk no longer needs help, or the Council/Clerk want to recruit a permanent Assistant Clerk on the 18 hours/month basis as recently advertised. To be discussed on the agenda. It was **resolved to accept the Clerk's resignation.**

## **2109-S132) ITEMS FOR CONSIDERATION AND RESOLUTION**

a) Urgent Assistance for the Parish Clerk to help with current busy workload

It was **resolved to write to the applicants for the Assistant Clerk role and explain the circumstances. With their permission, their names will be held on file until this Council is ready to recruit that role again.**

The Clerk currently has a very heavy workload. It was **resolved to employ Kevin Bacon on a zero hours contract to see the Clerk through this current busy period. It was resolved to adopt the draft zero hours contract which had been circulated to committee members prior to this meeting.**

b) Recruitment of Parish Clerk

It was **resolved to spend £300 on the recruitment of a Parish Clerk. This role will be advertised on the Norfolk ALC website, the Mercury, Advertiser, noticeboards and online (including jobs websites).**

c) Current Parish Clerk's offer to assist replacement Clerk on a zero-hours contract basis

It was **resolved to accept Clerk offer to assist the replacement Parish Clerk on a zero-hours contract with thanks. The full details will be discussed and agreed at a future meeting.**

There being no other business, the meeting closed at 6.48 pm

Signed: ..... Date: .....