

Bradwell Parish Council



11 November 2021

A meeting of the Staffing & Standards Committee Meeting at 1.30pm
This meeting was held at the Leo Coles Pavilion

PRESENT: Cllrs Candon (Chairman), Goodchild, Hale, Howe.

IN ATTENDANCE: Assistant to Parish Clerk, K Bacon

1: 2111-S190) TO RECEIVE APOLOGIES FOR ABSENCE: None

2: 2111-S191) 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.

3: 2111-S192) TO RECEIVE DECLARATIONS OF INTEREST:

None.

4: 2111-S193) MINUTES OF LAST MEETING

The minutes of 2nd November 2021 were approved.

5: 2111-S194) ITEMS FOR CONSIDERATION AND RESOLUTION

a) **Review of new Contract of Employment and Terms and Conditions for Parish Clerk**

The draft Contract of Employment for the new Parish Clerk had been circulated to members with this agenda. Subject to minor changes to be made to the contract of employment for Parish Clerk and Responsible Financial Officer, it was **resolved to ratify the contract**.

b) **Review of new Job Description for Parish Clerk**

The draft Job Description for the new Parish Clerk had been circulated to members with this agenda. Subject to minor changes to be made it was **resolved to ratify the job description**.

6: 2111-S195) ITEMS FOR INFORMATION ONLY

a) Two references have been received for Stuart Philpot.

There being no other business, the meeting closed at 14:58 pm

Signed: Date: