



# Bradwell Parish Council

07 Aug 2023

A meeting of the Staffing & Standards Committee Meeting at 2.00pm  
This meeting was held at the Leo Coles Pavilion

**PRESENT:** Cllrs Hamilton, Hale & Sargeant

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

**1. APOLOGIES:** None received

## **2. 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. TO RECEIVE DECLARATIONS OF INTEREST:** None

**4. MINUTES OF LAST MEETING:** The minutes of 21<sup>st</sup> March 2023 were approved and signed.  
Proposed Hale/Hamilton. One abstention.

## **5. ITEMS FOR CONSIDERATION AND RESOLUTION**

a) Meeting Co-Option candidate: The candidate did not attend the meeting due to health issues.

b) Resignation of Parish Clerk, C Bacon:

The resignation of C Bacon was acknowledged. The official leaving date will be 12<sup>th</sup> October.

c) Recruitment Process for new Parish Clerk

It was agreed to advertise the post in as many places as possible. Members felt the role should be advertised in first instance at 30 hours /week, but could be 20/week, depending on the candidate. The draft advert was slightly amended in this regard. Salary range will be depending on experience at LC2 scales based on qualifications and experience, (£14.21 – 19.90) with pay award pending. There is a huge workload to do, and if the Clerk is not proficient, it will take longer. The job will be advertised on Indeed, Norfolk ALC, noticeboards, on our GOV website, possibly the EDP and Radio Norfolk.

The discussion moved on to whether to employ an assistant to the Parish Clerk. There is an issue with computer networking, hardware and infrastructure, so members want to employ an assistant to do basic tasks that do not need a computer (e.g. filing, banking, noticeboards, allotments). The physical constraints of Leo Coles Pavilion does not lend itself to easily employ an assistant and lack of warmth in the office is an issue, due to lack of insulation and only being single glazed. It was resolved to look into the possibility of the Parish Council using the Nelson Room at Mill Lane Community Centre. It would be large enough to easily house the Clerk and Assistant, it is warm and the Parish Council could meet there rather than Leo Coles Pavilion.

A discussion took place whether to actively promote the appointment of an assistant to the Clerk at this time. Cllr Hale offered to do the assistant role for free if/when required to help the new Clerk out. Clerk to take advice from Norfolk ALC to check this is legal or if there is a conflict with her role as a Parish Councillor. Cllr Hale was advised that she should not run herself into the ground doing too much work. Cllr Hale said the Clerk has to have time to be trained and comfortable in the role before knowing what sort of assistant is really required. It was resolved not advertise for an Assistant at this stage. Proposed and Seconded by Cllrs Hamilton and Sargeant. Unanimous vote.

d) Job Description and Terms of Employment for new Parish Clerk

It was resolved the new Parish Clerk will go into the LGPS pension scheme with 25 days annual leave + bank holidays (pro rata for part time).

**6. ITEMS FOR CORRESPONDENCE AND INFORMATION**

- a) The NJC and unions have still not agreed the Clerk's new pay rate from April 2023. Once agreed, this payrise must be backdated to 1<sup>st</sup> April 2023, regardless of whether C Bacon has formally left the role by the time the pay-scales are agreed. Members **resolved to pay C Bacon her new rate of pay back dated to 1<sup>st</sup> April 2023, regardless of whether she is in the role when the rates are agreed.** Proposed and seconded Cllrs Hamilton & Sargeant. Unanimous vote.

There being no other business, the meeting closed at 15:11 pm

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