

CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE
PARISH CLERK
THE WILLOW CENTRE
CRINGLEFORD
NORWICH NR4 7JJ

Telephone 01603 250198

PERSONNEL COMMITTEE

Notes of the Meeting of the Personnel Committee held on Tuesday 11 October 2022 at 12.30pm at The Willow Centre, 1-13 Willowcroft Way, Cringleford, NR4 7JJ.

Attendees:-

Helen Simmons (in the Chair), Trevor Wang, Christina Fielding

In attendance - Sonya Blythe (Parish Clerk).

1 To receive apologies for absence / Declaration of interest.

Actions

Apologies were received and accepted from Dagmar Miller
No declarations of interest were made.

2 To approve the minutes of the last meeting from 11 October 2022

The minutes of the previous meeting were **agreed** as an accurate record of the last meeting and approved.

3 To consider matters arising

It was noted that all actions had been completed.

4 To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).

It was **agreed** to exclude the public from the following items.

5 To approve a maternity cover candidate, as recommended by the interview panel of 9 February 2023.

TW and the Clerk advised that 110 applications had been received for the Administrator and Assistant Parish Clerk maternity cover position, with five interviews being held on 9 February. Two candidates had stood out, who were discussed with the Committee. Councillors **agreed** that Lolly Dawson should be appointed to post. The salary would be scale 20, to increase to scale 21 after successful completion of the probationary period.

Clerk to advise candidates and arrange starting details.

**Action
Clerk**

Meeting closed at 12.45