

MINUTES OF MARTHAM PARISH COUNCIL PERSONNEL COMMITTEE MEETING

Held on Friday 20th October 2017
in the Community Centre, Playingfield Lane, Martham at 6.00pm

Present Councillors; Bradford (Chair), Henning, Hooper, Starkings, Sutton and Watson.

1. Apologies for absence.
Sarah Hunt – illness.
2. Declarations and dispensations for any items on the agenda.
None.
3. The minutes of the Personnel meeting held on 13th September 2017 were agreed as a true and correct record.
4. Caretaker:
 - 4.1 It was AGREED that the caretaker undertake step ladder training.
 - 4.2 Caretaker to review any other training considered necessary.
5. Recruitment of Clerk
 - 5.1 Reviewed applicants. The four with highest scores to be invited to interview. Interview date and time agreed. Interview questions and scoring system agreed. All members and ex-officio members of Personnel to attend on behalf of Council.
Agreed to keep on file those not appointed for a period of six months.
 - 5.2 To decide next steps in recruitment process.
Clerk to review Contract and submit to Councillors.
6. Items for next agenda.
None.