

Minutes of an Extraordinary Meeting of West Dereham Parish Council held on Thursday 4th August 2022

Parish Councillors: Nick Drew (Chair), Andy Challen, Stuart Glover, Tim Glover, Keith Gore

Also in attendance: Sharon Sweet (Clerk)

Members of the Public: none

1. To receive apologies for absence

None.

2. To receive declarations of interest in items on the agenda and written requests for dispensation

None.

3. Open Forum for Public Participation: an opportunity to hear from members of the public, Borough Councillors and County Councillors

None.

4. To agree recruitment process for Parish Clerk vacancy and any interim staffing and business needs

Following the resignation of the Clerk, the Council discussed the recruitment process and interim business needs of the Council. Prior to the meeting the Clerk circulated to all a job advertisement, job profile, interview questions matrix.

It was **RESOLVED** to approve the job advertisement and for the vacancy to be advertised on the Parish Council website, Norfolk Association of Local Councils and Norfolk Parish Support and Training.

It was **RESOLVED** to approve recruitment of a locum Clerk from when the Clerk leaves on the 12th August 2022, to cover agenda preparation, meetings and minutes and the management of the Council's accounts, estimated to be a maximum of 6 hours per week. The Clerk will obtain locum lists from NALC and NPTS.

It was **RESOLVED** to approve the job profile and place this on the website.

It was **RESOLVED** to approve the interview questions and scoring matrix.

It was **RESOLVED** to delegate the recruitment of the Clerk to Cllrs Challen, Drew and S Glover.

The outgoing Clerk offered to collate the community questionnaire feedback into a report in September, the Council accepted this offer.

Meeting closed 7.38pm

Signed by the Chairman..... Minutes of the meeting of 4 August 2022