

CAISTER ON SEA PARISH COUNCIL

13th August 2024

A PERSONNEL COMMITTEE meeting was duly convened and held at The Council Hall at 1900 hrs.

Present: Councillors P Hammond, P Sleet and K Wood
Parish Clerk Mrs E Dyble

01 Apologies for Absence

Apologies for absence were received from Cllr. A Scotter

02 Succession Plan

With the imminent retirement of the Parish Clerk and Assistant from their positions a succession plan needs to be put in place for their replacements.

After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to employ three people as follows:-

RFO (Responsible Finance Officer)	12 hrs. per week and enabling them to take on the Parish Clerk duties if wished totaling 32 hrs. per week
Parish Clerk	20 hrs. per week
Admin. Assistant	12 hrs. per week

Advert to be placed in the EDP Jobs 24 section for 2 x weeks

On the Parish Council website caisterparishcouncil.gov.uk

Parish Council Facebook page

Norfolk Alc Website

SLCC Website

Parish Notice Boards

Cost of placing advert in the Jobs 24 of the EDP costs £408 + VAT

Applicants to apply to the Parish Clerk clerk@caisterparishcouncil.gov.uk with closing date of 30th September 2024 : **Resolved recommend Council agrees to advertise the 3 x positions at a cost of £408 + VAT**

03 Closure of meeting

The meeting ended at 2000 hrs.

Chair of Committee Cllr Paul Hammond

Date.....