



Mundesley-on-Sea Parish Council

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Minutes of an Employment Committee meeting of Mundesley Parish Council held in the Coronation Hall, Mundesley on **Wednesday 17th July 2024** at 2.00pm

Present: Cllrs J Barnes (Chair – part), J Broach, R Dickinson (Chair - item1), J Holliman, C Spencer

Clerk to the meeting: Sarah Hunt

1. Election of Chair.
Cllr J Barnes was PROPOSED Cllr Dickinson, seconded Cllr Holliman and took the chair.
Cllr R Dickinson was PROPOSED as vice-chair by Cllr Barnes, seconded Cllr Broach.
2. Declarations of dispensation for matters on the agenda.
None.
3. The Minutes of meetings: Thursday May 9th and 10th March 2024 were SIGNED as a true and correct record. The meeting report/addendum from the 9th May 2024 were read to the meeting and AGREED. To be signed by the Chair at a later date.
4. Public forum. None Present.
5. It was RESOLVED under the Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded during the discussion of the following items due to their confidential nature.
6. The meeting RECEIVED and AGREED the job description for the post of Responsible Financial Officer. Terms of employment were RATIFIED and the Clerk to the meeting instructed to draft a contract for circulation.
7. The meeting RECEIVED and AGREED the job description for the post of Clerk.
8. The terms of employment for the post of Clerk were AGREED – 24 hours a week, remote enabled with some office attendance weekly, LGPS, Pay scale 33 – 36.

9. The advertisement was AGREED – to be placed in all free of charge places. Closing date of 28th August. Meeting to be held on Friday 30th at 2pm to shortlist. Interviews w/c 9th September with a view to a start date of 1st October 2024.
10. The person specification was AGREED. Review of applicants and interview panel to be Cllrs J Barnes, R Dickinson, C Spencer.
11. Interview questions to be finalized during shortlisting meeting.

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