



Mundesley-on-Sea Parish Council

THE OLD FIRE STATION BACK STREET MUNDESLEY NR11 8JJ
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Minutes of the **Employment Committee meeting** of Mundesley Parish Council, held in the Parish Council Office, Back Street, Mundesley on **Wednesday 22nd October 2025** at 6:00pm

Present: Cllr Jane Barnes (Chair), Cllr Roy Dickinson, Cllr Debbie Hicks, Cllr John Holliman

Clerk: Nell Bell.

1. To elect a Chair of the Employment Committee.

Cllr Dickinson proposed to move the motion and Cllr Holliman seconded the proposal. Members AGREED for Cllr Barnes to be Chair.

2. Apologies for absence.

All Committee members present.

3. Declarations of interest and dispensations.

None.

4. Public participation time.

No members of the public present.

5. Minutes of the previous meeting.

The minutes of the Employment Committee held on 13th August 2024 were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr Holliman, seconded Cllr Hicks.

6. To review and approve the Terms of Reference for the Employment Committee.

The Terms of Reference were AGREED with an amendment to 9.3. Clerk to update website. PROPOSED Cllr Dickinson, seconded Cllr Holliman.

7. Policy reviews

The following policies were reviews and AGREED:

- Dignity at work policy
- Lone workers policy
- Sickness and absence policy

PROPOSED Cllr Barnes, seconded Cllr Hicks. Clerk to update website.

8. Clerk role review

Members of the Committee and the Clerk discussed the Clerk's role and performance. It was AGREED to allow the Clerk to apply for an extension to her CiLCA deadline. PROPOSED Cllr Barnes, seconded Cllr Dickinson.

The meeting closed at 19.35

Signed:

Date: