

Wickmere with Wolterton Parish Council

Minutes of the **extra ordinary meeting** held in the Village Hall, Regent Street, Wickmere
On Friday 5th April at 5.30pm

Present

Parish Councillors: Lesley Ash (Chair) Richard Hembling Phillida Hurn
 Georgina Madeley Barry Markham Vanessa Tomczynska

Also in attendance:

Ros Calvert, Clerk to the Council

1. **It was agreed** to suspend standing orders and to meet at 17:30 hours
2. **APOLOGIES FOR ABSENCE** - none
3. **DECLARATIONS OF INTEREST** - none
4. **ADJOURNMENT** – no comments were received
5. **CLOSURE OF THE MEETING TO THE PUBLIC** - **It was agreed** to close the meeting to members of the public to consider staffing matters
6. **STAFFING**
 - The job specification for the role of Clerk and RFO was agreed.
 - The Contract of Employment was approved. The Clerk will be required to provide necessary policies and draw up arrangements to allow the Village Hall Management Committee to take full responsibility for the Village Hall. Pay scale LC1 between SCP5 – 12.
 - Interview arrangements were made.
 - Vacancy to be advertised locally in North Norfolk and by NALC and NPT&S. Closure date 1 May 2024.
 - Applicants would be invited to attend the Council training on 15th May at 7pm
 - NPTS welcomed the new clerk to their training session on 6th June 10am–12am
7. **OPEN THE MEETING** – it was agreed to open the meeting to members of the public.
8. **BUS SERVICE** – it was noted that there was a new bus service from the village to Aylsham once a week on a Friday.
9. **NEXT COUNCIL MEETING** – the Annual meeting of the Council will be held on 8th May 2024 at 7.00pm
10. **CLOSURE OF THE MEETING** - There being no further business the chair closed the meeting at 6.20 pm

Signed:

Date: