



Meeting Minutes of an Extraordinary Meeting called of **Mattishall Parish Council**

Monday 9 March 2020 at 7 pm, Memorial Hall

Parish Councillors present: Michael Nunn (Vice-Chairman), Graham Clarke, Richard Norton, David Piper, Chris Taylor and Richard Turner. Also present: Luisa Cantera (Parish Clerk). There were no members of the public present.

Mr Nunn took the chair Mr Wilkins' absence.

1 Apologies for absence

Parish Councillors Terry Wilkins (Chairman) and Janice Smith gave their apologies to the Clerk in advance of the meeting and the Council accepted their apologies.

2 Members' declarations of interest in items on the agenda

The Clerk declared an interest in item 3.2.

3 The Council passed a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential staff items:

3.1 Appointment of the new Parish Clerk

Mr Nunn reported that a high quality of candidates had been received and the Council had met three people for interview. The interview panel recommended Lorraine Trueman for the post. The Council **RESOLVED** to appoint Lorraine Trueman as the Parish Clerk for Mattishall with effect from 23 March 2020, subject to references and a 6-month probationary period. Spinal point of 24 was agreed.

3.2 Support package for the new Clerk

The Clerk explained that the new Clerk (someone without prior clerking experience) would require induction training, training on managing the website and support from a specialist provider (two quotations had been provided to the Council). The Clerk left the room for the remainder of this item and item 3.3.

The Council **RESOLVED** to:

book the new Clerk on an induction course with Norfolk Parish Training & Support

subscribe to Norfolk Parish Training & Support for one year from 1 April 2020 to support and mentor the new Clerk as well as Councillors

appoint Steve Jackman to train the new Clerk in use of the Council's existing website

continue subscription to the Society of Local Council Clerks with effect from 1 April to support the new Clerk.

Mr Norton left the meeting at the end of this item.

3.3 **Budget for the purchase of a laptop for the new Clerk**

The Council agreed to offer the new Clerk either a new laptop up to the value of £500 + VAT or the existing 5-year old laptop used by the current Clerk.

The Meeting Chairman closed the meeting at 6.40 pm.