

DEREHAM TOWN COUNCIL

28th October 2025

At a meeting of the **Personnel** Committee held on Tuesday 28th October 2025 at Dereham Memorial Hall upon the rising of the Markets & Buildings Committee meeting.

Present Councillor H King (Chairman), S Green, Z Flint, R Jamieson, L King, and R O'Callaghan.

Also present: Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

1. **To receive apologies for absence.**
There were no apologies for absence.

2. **Declaration of Interest.**
There were no declarations of interest.

3. **To elect a Chairman.**

Councillor R O'Callaghan proposed Councillor H King. There were no other nominations, it was agreed that Councillor H King be Chairman of the Personnel Committee 2025/26.

4. **To elect a Vice Chairman.**

Councillors Z Flint and R Jamieson said that they would like to be considered for the role of Vice Chairman, Councillor R Jamieson stood down , there were no other nominations. It was agreed that Councillor Z Flint would be Vice Chairman of the Personnel Committee 2025/26

5. **Exclusion of press and public.**

Proposed by Councillor H King, seconded by Councillor Z Flint it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

6. **To consider recruitment of Deputy Clerk.**
The committee discussed the possibility of using the expertise of a recruitment agency to progress the recruitment and carry out the initial shortlisting.

The committee recommended that the Town Clerk contact several recruitment agencies to find out what the actual costings might be.

The committee recommended that key holder and call out duties, along with

having the means of travel to inspect sites be added to the job description and that Job evaluation be carried out to check salary scale.

The committee recommended that with regards to claiming cycling expenses that an average mileage of 3.5 miles for each cycling trip should be applied, this would be recorded through maintaining a simple tally of trips. This would save time on recording and claiming expenses.

Chairman