

Page 14 (2025/26)

Minutes of a meeting of the '**Personnel & Data Protection Committee**' of **Blakeney Parish Council** which was held on **Monday 2nd June 2025 at 6pm** in the Parish Office.

Present:- Rosemary Thew (Chairman), Nigel Sutcliffe, Jenny Girling, Judy Pegden & Iain Wolfe.

Clerk:- Tracey Bayfield

Public:- 0

Did not attend:- 0

Guest:- Richard Bishop

1. Apologies for absence – The Chairman advised the meeting that Cllr Samantha Arlow was not attending as she had been advised that she had an interest, as is a friend of the Clerk. The Clerk advised that she had received apologies for Cllr Arlow, stating, “not able to attend due to vehicle problems and therefore stuck in Norwich.”

2. There were no **Declarations of Interest** in relation to any item on the agenda and any requests for dispensations.

3. Resolved that the **Minutes** of the meeting held on Tuesday 22nd April 2025 are signed as a true record.

4. Confidential Business – Exclusion of the Press & Public – *To pass the following resolution; Due to the confidential nature of the business about to be transacted (detailed below), on the grounds that it is not in the public interest to disclose discussion on the items below relating to contracts and staffing matters, it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.*

5. To consider items in relation to the **Clerks Contract of Employment;**

i) **Employer update** – As per the confidential report of same date.

ii) **Resolved** to extend the period of **Flexible working** from home part time for a further 6 months and then review, as this will allow us to see if this affects the car park attendants in any way.

iii) **Time saving** tips and strategies – The Clerk was working on a document to share with all in due course. In the meantime, a copy of the '**Clerks Calendar Year**' had been shared with all.

iv) **Appraisal** has now been signed by both parties.

Meeting closed at 8:35 pm

Chairman _____