

## NORTH WALSHAM TOWN COUNCIL

## Personnel & Governance Committee Meeting

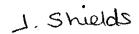
11 October 2019

To: All Members of the Personnel and Governance Committee

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Wednesday 16 October 2019**, at **18.00** 

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely



**Town Clerk** 

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## **AGENDA**

- 1. APOLOGIES FOR ABSENCE
- 2. <u>DECLARATIONS OF INTEREST</u>
- 3. APPROVE MINUTES OF PREVIOUS MEETING

To receive and approve minutes of previous meeting – 16 September 2019

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action log attached

- 5. TO REVIEW POLICIES AND SUGGESTED AMENDMENTS
  - 5.1 Communication Protocol
  - 5.2 Contracts sick pay
  - 5.3 Starters & Leavers Policy
- 6. REVIEW OF STAFF TIMESHEETS
  - 6.1 UK holiday entitlement carry over
  - 6.2 EU holiday entitlement carry over
- 7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY
- 8. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters
- 9. STAFFING MATTERS
  - 9.1 Apprentice Groundsman
  - 9.2 Staff
- 10. DATE OF NEXT MEETING