



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Meeting

held on 12 March 2020, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr G Bull (Chair) Cllr P Heinrich; Cllr R Sims

Town Clerk: Ms Shields

The meeting opened at 18.45

1 APOLOGIES FOR ABSENCE

Cllr Jackson (no apologies)

2 DECLARATIONS OF INTEREST

Pecuniary interest: None

Personal interest: None

3 TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Sims and seconded by Cllr Heinrich, it was **RESOLVED** that the minutes of the meeting held on 30 January 2020 be agreed as a true record

4 UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

BitLocker – it was discussed that if laptop is password protected was it necessary for BitLocker as if the password was forgotten the laptop would then be useless if BitLocker was installed. Councillors would consider this and decide if they still wanted BitLocker installed

5 TO CONSIDER AMENDMENTS TO POLICIES

5.1 Standing Orders

As proposed by Cllr Bull and seconded by Cllr Heinrich is was **RESOLVED** to recommend to Council to add to Standing Orders 4f – ‘Councillors who have a relative/partner employed by the Town Council cannot be a member of the P&G Committee or Chair of any Committee where they are Lead Officer’

5.2 Co-option Policy & Form

A few amendments were suggested to the Form and to add ‘Each member may ask 1 question of each candidate’ to the policy

As proposed by Cllr Heinrich and seconded by Cllr Sims it was **RESOLVED** with the above amendments to recommend the Co-option Policy & Forms to Full Council

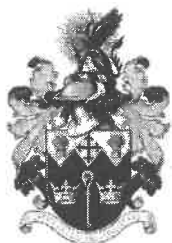
6 ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- Job descriptions

7 EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters

Initials.....

Date: .....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Meeting

held on 12 March 2020, at 18 Kings Arms Street, North Walsham

8 STAFFING MATTERS

8.1 Appraisals were discussed and agreed

- It was decided to offer the temporary Groundsman a permanent position when his temporary contract runs out on 20 April 2020

It was also decided to amend Job titles to:-

- Clerk to the Council
- Deputy Clerk to the Council
- Assistant Clerk to the Council

8.2 Job Descriptions - defer to next meeting

9 DATE OF NEXT MEETING

Monday 20 April 20 at 18.30

The meeting closed at 19.30

Initials..... *LS*

Date:..... *29/1/20*