

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Committee meeting

held on 2 July 2019, at 18 Kings Arms St, North Walsham

**PRESENT:** Cllr G Bull (Chair), Cllr Harris, Cllr I Jackson, Cllr R Sims

**TOWN CLERK:** Ms J Shields

The meeting opened at 19.30

**1. APOLOGIES FOR ABSENCE**

Cllr P Heinrich – ill, Cllr Oakes – no apologies

**2. DECLARATIONS OF INTEREST**

- Pecuniary interest – None
- Personal interest – None

**3. APPROVE MINUTES OF PREVIOUS MEETING**

As proposed by Cllr Sims and seconded by Cllr Jackson, it was **RESOLVED** that the minutes of the meeting held on 5 June 2019 be agreed as a true record

**4. TO REVIEW STARTERS & LEAVERS POLICY**

To create an excel spreadsheet to tick off and sign, to be kept in personnel file - As proposed by Cllr Jackson and seconded by Cllr Harris, it was **RESOLVED** to recommend Policy to Full Council

**5. TO REVIEW SUGGESTED POLICY AMENDMENTS FROM MEDIA & INFORMATION COMMITTEE**

- i. CCTV Policy – Make suggested changes in red and circulate by email for comments
- ii. Communication Protocol – Make suggested changes in red and circulate by email for comments


**6. TO REVIEW NEW TIME SHEETS**

- Only 1 month per A4 sheet
- columns for TOIL, overtime, reason for extra hours
- signed off by line manager each month
- limit TOIL hours to max 2 days

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED** to adapt sheets and start using them backdated to 1 July 2019. Bring back for review at next meeting

**7. ANY OTHER BUSINESS ALLOWED BY THE CHAIR**

- Opening hours – further to factual information from other Town Councils. As proposed by Cllr Harris and seconded by Cllr Jackson, it was **RESOLVED** that our opening hours were satisfactory and we would continue to be open between 9.30-1.00, Monday to Friday
- Update for Full Council – Cllr Harris had a meeting with PC Gwynn and is officially our Pub Watch Liaison Officer, but without actually attending any meetings
- Tweak Standing orders 20C – add ‘Members of Public’/Councillors and add ‘prior to any action being taken, in order to maximum efficiency and prevent duplication of effort’

 16/9/19

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel & Governance Committee meeting

held on 2 July 2019, at 18 Kings Arms St, North Walsham

- Office – To put CCTV camera above photocopier room door pointing towards the front door and build a counter just past 2<sup>nd</sup> window in the hallway. As proposed by Cllr Sims and seconded by Cllr Bull it was **RESOLVED to recommend to Full Council**

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

As proposed by Cllr Harris and seconded by Cllr Sims , it was **RESOLVED to exclude the public and press due to the confidential nature of matters to be discussed.**

**9. STAFFING MATTERS**

Extra Staff Hours – not necessary at the moment  
Volunteer Deputy Town Crier – contact Cromer Town Council and NW Speakers group  
Kevin Mackey – Still of sick

**10. ITEMS FOR NEXT AGENDA**

Review of time sheets  
Deputy Town Crier update  
Contract for new employee's

**11. DATE OF NEXT MEETING**

To be confirmed

The meeting closed at 20.25

*[Handwritten signature]* 16/7/19