

NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Committee meeting

held on 5 June 2019, at 18 Kings Arms St, North Walsham

PRESENT: Cllr G Bull (Chair), Cllr P Heinrich, Cllr I Jackson, Cllr P Oakes, Cllr R Sims

Staff: Ms J Shields (Town Clerk), Mr D Gilbert (Head Groundsman)

The meeting opened at 18.30 by Cllr Bull as Chair of Full Council

1. TO ELECT CHAIR OF PERSONNEL & GOVERNANCE

Cllr Bull was proposed by Cllr Jackson and seconded by Cllr Sims, No other proposals received it was **RESOLVED** that **Cllr Bull was elected as Chair**

2. TO ELECT VICE CHAIR OF PERSONNEL & GOVERNANCE

Cllr Sims was proposed by Cllr Oakes and seconded by Cllr Bull, No other proposals received it was **RESOLVED** that **Cllr Sims was elected as Vice Chair**

3. APOLOGIES FOR ABSENCE

Cllr R Harris - Family

4. DECLARATIONS OF INTEREST

- Pecuniary interest – None
- Personal interest – None

5. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Bull and agreed by all members, it was **RESOLVED** that the **Minutes of the meeting 8 April 2019 were agreed as a true record**

6. TO REVIEW STARTERS & LEAVERS POLICY

Things to add for Starters:-

- Medical questionnaire to be filled out at interview, stating all details will be destroyed if not employed
- How to complete all forms (expenses/self-certification)
- Talk through Contract & policies (sickness/grievance/disciplinary/pension)
- Create new time sheets
- All PPE to be signed for
- Keys to be signed out (should key cabinet have a digital lock?)
- DBS checks for Groundsmen

Things to add for Leavers:-

- Leavers interview
- P60 with a letter
- Return PPE
- Keys to be signed in

Update Starters & Leavers policy and take back to next meeting

[Handwritten signature]
2/7/19

7. TO AGREE TERMS OF REFERENCE FOR PLANNING

- Change 8 invited members to - all other Councillors are invited to attend, shall receive all planning applications and will be entitled to vote.

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- Quorate 5 Councillors
- Meetings to be held on the 2nd & 4th week of the month if required (no particular day)
- Delegated powers to be used as per standing orders

As proposed by Cllr Oakes and seconded by Cllr Sims, it was **RESOLVED to amend the Planning ToR's and recommend back to Full Council.** All planning applications to be sent in one email to all Councillors

8. ANY OTHER BUSINESS ALLOWED BY THE CHAIR

- Attendance table to updated and take to Full Council

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

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

10. STAFFING MATTERS

Shane Meiszner – agreed to hire as temporary contractor for up to 24hrs per week
Town Clerk to work extra 5 hrs per week – to be reviewed after 1 month
More Staffing hours to be discussed at next meeting

11. ITEMS FOR NEXT AGENDA

Office opening hours
Extra hours for staff

12. DATE OF NEXT MEETING

To be confirmed

The meeting closed at 19.40


2/7/19