



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Meeting

held on 29 July 2020, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair) Cllr Gotts; Cllr Heinrich; Cllr Sims; Cllr Wright

Town Clerk: Ms Shields

The meeting opened at 18.30

1 APOLOGIES FOR ABSENCE

Cllr Jackson

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 12 March 2020 be agreed as a true record

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

5 STAFFING MATTERS

5.1 Market Manager – to complete a timesheet, and as from this date additional hours would be paid at normal rate.

5.2 Deputy Clerk would be sent a letter from the personnel committee with process information

5.3 New Groundsman – Head Groundsman to talk to him about any issues and extend his probation period for 1 final month when a definite decision would be made.

5.4 Job Description – HR consultant to come to review/evaluate all employee job roles. Make sure all staff can do each other's jobs and recommend any necessary training. When completed to consider making Assistant Clerk up to Deputy Clerk and having 2 Deputy Clerks

5.5 It was decided instead of having bitlocker on all Staff machines, to see if usb ports could be locked

5.6 CCTV – to be installed in hallway for staff safety. Registrars have been approached and are happy with this. Approval is needed from NNDC and NCC

6 DATE OF NEXT MEETING

TBC

The meeting closed at 20.00

Initials.....*MS*.....

Date:.....*7/9/20*.....