

# NORTH WALSHAM TOWN COUNCIL

## PERSONNEL & GOVERNANCE COMMITTEE MEETING

### MINUTES – held on 4 June 2018

**PRESENT** Cllr E Addison, Cllr B Hester, Cllr J Melville, Cllr R Mooney,  
Cllr R Murphy, Cllr M Seward, Cllr J Witte

**Locum Clerk** Mrs M Anderson-Dungar

**Members of Public** 0

The meeting opened at 18:35.

#### 1. ELECTION OF CHAIR AND VICE-CHAIR

The Town Mayor took the Chair for the first item and called for nominations. Two nominations were proposed and seconded – Cllr Mooney and Cllr Witte. By majority vote, Cllr Witte was elected and took the Chair.

Vice-Chair – Two nominations were proposed – Cllr Mooney and Cllr Murphy. There was no seconder for Cllr Murphy's nomination; Cllr Mooney was elected Vice-Chair.

#### 2. DECLARATIONS OF INTEREST & REQUEST FOR DISPENSATIONS

No declarations of interest were made.

Cllr Hester requested, and was granted, a dispensation to take part in discussions as no pecuniary interest was involved, so long as he did not vote. Cllrs Addison and Mooney requested it recorded that they were not in agreement

#### 3. APOLOGIES FOR ABSENCE

Cllr Stuckey's apology was accepted.

#### 4. MINUTES OF PREVIOUS MEETING

Minutes of the Meeting held on 15 May 2018 were discussed, and it was **RESOLVED** they should be noted with the exception of Item 5 – Staff Appraisals. (*See item 10*)

#### 5. EXCLUSION OF PUBLIC AND PRESS UNDER SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, for staffing matters

**As proposed by the Chair, seconded by Cllr Hester, it was RESOLVED to exclude the Press and Public during discussion of the remaining agenda items related to confidential staffing issues.**

#### 6. STAFF TRIAL PERIOD

Following a detailed and wide-ranging discussion, on the Chair's proposal, seconded by Cllr Addison, it was **RESOLVED that the current arrangements of pay, conditions and job roles continue until such time as a permanent appointment of a Town Clerk is made, expected to be no later than the end of September 2018.** Cllr Hester did not vote. The Chair agreed to inform staff as soon as possible.

#### 7. HEAD GROUNDSMAN

**As proposed by Cllr Addison, seconded by Cllr Mooney, it was RESOLVED to advertise for a Head Groundsman and a full-time Groundsman with immediate effect**

**8. DEPUTY GROUNDSMAN**

See Minute 7 above.

**9. TOWN CLERK**

It was **RESOLVED** that a draft advertisement be prepared for circulation to the Committee for approval and publication as soon as possible.

**10. ISSUES REFERRED BACK FROM FULL COUNCIL MEETING 29.5.18.**

As proposed by Cllr Murphy, seconded by Cllr Mooney, it was **RESOLVED with one abstention to award the 1 SCP increase to F Collett.**

**11. ANY OTHER BUSINESS**

It was acknowledged that Councillors need to be familiar with all staff job descriptions and contracts, with regular visits to the office and to the grounds staff to better understand the roles and how they are managed. Copies of job descriptions a good starting point.

**12. DATE OF NEXT MEETING**

This was confirmed as Monday 11 June 6.30p.m. at the Town Council Office.

The meeting closed at 7.40p.m.