

NORTH WALSHAM TOWN COUNCIL

PERSONNEL & GRANTS COMMITTEE MEETING MINUTES - held on 22 August 2017

CONFIDENTIAL

PRESENT – Cllr B Hester (Vice Chair), Cllr S Stuckey, Cllr J Melville, Cllr M Seward, Cllr J Witte, Cllr A Fryer, Cllr R Sims

The meeting opened at 18:35

1. DECLARATIONS OF INTEREST

Received by Cllr Hester items **4 & 9A**, Julie Shields items **4 & 9A**.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr G Bull.

3. MINUTES OF PREVIOUS MEETING

None found.

It was **BELIEVED** that as the Town Clerk is on sick leave, the draft minutes to the previous Personnel & Grants Committee meeting have not yet been prepared.

4. SUBSTITUTION PAYMENT FOR EXTENDED LEAVE

Should a member of staff be absent/on leave for more than 5 days, and their role is covered by another staff member/s on a lower pay grade, a substitution allowance should be paid at a rate agreed by the council from the first day of absence.

Proposed by Cllr Seward, seconded by Cllr Fryer and voted unanimously

It was **RESOLVED** to approve, the rate would be set by Cllr Bull upon his return.

5. RECEPTIONIST STAFF REVIEW

The receptionist's three monthly appraisal is due and she has asked for a member/s of the Council to attend along with her Line Manager.

It was **RESOLVED** to wait until Tuesday for the Town Clerk's return and either Cllr Hester, Cllr Seward or Cllr Stuckey could attend or all three if required.

6. UPDATE ON TEMPORARY GROUNDSMAN

In the three weeks since he has been employed he has consistently arrived late and taken days off giving numerous excuses.

Proposed by Cllr Hester and seconded by Cllr Sims

It was **RESOLVED** that Cllr Hester write a letter terminating his employment immediately and to see if a replacement can be found for the remaining 5 weeks.

7. UPDATE ON HEAD GROUNDSMAN VACANCY

Six Application forms have been received so far. Closing date is Friday 25th August, when the forms will be distributed to all personnel members to decide on interviewees.

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8. GENERAL STAFF UPDATE

The Grievance between the Town Clerk and Cllr Witte is still ongoing and the Clerk has since put in a complaint against the whole council for not sorting out the grievance.

It was **RESOLVED** to contact NP Law to find out their rates and conditions, should we need to use their services. We are also covered for up to £200,000 legal expenses by Zurich Insurance, should we need this.

9. ANY OTHER BUSINESS PERMITTED BY CHAIR

- A** Recognition for delivering Town Strategy leaflets - Scouts on Sat 15th July 17 and staff members outside normal office hours

Proposed by Cllr Seward, seconded by Cllr Fryer and voted unanimously

It was **RESOLVED** to pay Scouts £200 and F Collett, T Foster & J Shields a bonus of £100 each.

- B** First aid training course.

Proposed by Cllr Stuckey and seconded by Cllr Seward

It was **RESOLVED** to find a company to train all staff in-house at the same time.

- C** Grant applied for by WWI for exhibition and film screening of 'Passchendaele'.

Proposed by Cllr Seward and seconded by Cllr Witte

It was **RESOLVED** to donate up to £400.

- D** Grant applied for by Simon Weal for tidying and planting North Walsham.

Proposed by Cllr Sims and seconded by Cllr Witte

It was **RESOLVED** to donate up to £400 for gardening materials within North Walsham.

10. DATE OF NEXT MEETING

Preliminary booked for Tuesday 29th August, dependent on the return of the Town Clerk that day.

The meeting closed at 19:40