



# NORTH WALSHAM TOWN COUNCIL

## Personnel & Governance Committee

### Meeting

11 October 2019

To: **All Members of the Personnel and Governance Committee**

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX on Wednesday 16 October 2019, at 18.00**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely

*J. Shields*

Town Clerk

---

### AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **APPROVE MINUTES OF PREVIOUS MEETING**  
To receive and approve minutes of previous meeting – 16 September 2019
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**  
Decision/Action log attached
5. **TO REVIEW POLICIES AND SUGGESTED AMENDMENTS**
  - 5.1 Communication Protocol
  - 5.2 Contracts – sick pay
  - 5.3 Starters & Leavers Policy
6. **REVIEW OF STAFF TIMESHEETS**
  - 6.1 UK holiday entitlement carry over
  - 6.2 EU holiday entitlement carry over
7. **ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**
8. **TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters**
9. **STAFFING MATTERS**
  - 9.1 Apprentice Groundsman
  - 9.2 Staff
10. **DATE OF NEXT MEETING**