



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Meeting

held on 30 January 2020, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr G Bull (Chair) Cllr P Heinrich; Cllr I Jackson; Cllr P Oakes; Cllr R Sims

Town Clerk: Ms Shields

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Harris (No apologies) has resigned from the committee

2. DECLARATIONS OF INTEREST

Pecuniary interest: None

Personal interest: None

3. APPROVE MINUTES OF PREVIOUS MEETING – emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Heinrich and seconded by Cllr Oakes, it was **RESOLVED** that the minutes of the meeting held on 21 November 2019 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action log (attached)

Encrypt devices – all devices that leave the Council Offices must be encrypted using bit locker and staff to be instructed on how to use it

5. TO CONSIDER NEW POLICIES (PH)

5.1 Personal Mobile Device Policy

A policy for Employees and Councillors on the use of mobile phones, tablets, laptops etc.

As proposed by Cllr Heinrich and seconded by Cllr Oakes, it was **RESOLVED** to recommend to Council to adopt the new Personal Mobile Device Policy

6. TO CONSIDER AMENDMENTS TO POLICIES

6.1 Personnel & Governance ToR's – 'The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings'

6.2 Delegation Scheme – The Proper Officer 'appoints Lead Officers', and 'Oversees all Committees and appointed Lead Officers where necessary'

6.3 Standing Orders – to add agenda format to Committees and Sub-Committee's

As proposed by Cllr Bull and seconded by Cllr Oakes, it was **RESOLVED** to approve the amendments to the above policies, change all ToR's accordingly and recommend to Council in May

7. TO CONSIDER WHO OBTAINS QUOTES (PO)

It was discussed that quotes take a lot of additional work.

Initials..... 

Date: 12/3/2020



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As proposed by Cllr Oakes and seconded by Cllr Bull it was **RESOLVED** that if a Councillor requires a specific item, they should submit 3 printed quotes to the Lead Officer at the relevant meeting detailing exact specification and requirements for the item to be purchased.

For all other quotes, the Chair of the Committee should ensure the Clerk is provided with exact specifications and requirements to enable quotes to be obtained

8. TO CONSIDER COMMUNITY AWARD

It was discussed to limit the award to 4 categories as this is our first year, and to promote suggestions for nominees on our facebook page, website and Just North Walsham page.

The 4 categories would be :-

- Youth primary under 12
- Youth secondary under 18
- Unsung hero
- Community Organisation or Group

9. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

None

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

11. STAFFING MATTERS

11.1 In January delegated powers to the Chair, Clerk and Cllr Jackson, were reported – after successful interviews, employment was offered to a new Groundsman (Dan Walker) and part-time Accounts Clerk (Cherrie Woods), who accepted the positions

11.2 Staffing matters were discussed and agreed including - to accept proposed shorter hours with salary adjusted pro-rata and a confidential action to be carried out by the Chair on behalf of the Committee (voted unanimously)

12. DATE OF NEXT MEETING

Thursday 5 March 2020 at 18.30

The meeting closed at 19.20

Initials.....

Date: 12/03/2020