



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel & Governance Meeting

held on 7 September 2020, at 18 Kings Arms Street, North Walsham

Present:

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

Town Clerk: Ms Shields

The meeting opened at 18.30

1 APOLOGIES FOR ABSENCE

Cllr Gotts (ill)

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 Bull and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the meeting held on 29 July 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 – hours to go to Full Council and a breakdown of Market expenditure. To go back to original working hours as of 17.9.20

5.2 Rotate roles – As proposed by Cllr Bull and seconded by Cllr Heinrich it was **RESOLVED** that the **Deputy Clerk to be lead office of M&I and Assistant Clerk to be lead officer of D&A**

5.3 Update New Groundsman – A final decision had been made and correspondence had since been received by the Chair. A reply letter is to be sent

5.4 Personnel & Governance Committee – As proposed by Cllr Bull and seconded by Cllr Heinrich it was **RESOLVED to recommend to Full Council to change the Committee to just Personnel Committee and that Governance goes back to Full Council.** Also, a suggested list of who reviews which policy

5.5 Job Evaluation Town Clerk – As proposed by Cllr Bull and seconded by Cllr Wright it was **RESOLVED to recommend to Full Council to accept evaluation scale 42 and backdate**

5.6 Update CCTV – NNDC & NCC have agreed we can have CCTV, needs to be ordered and installed

5.7 Uniform – to look for a good company to order from. Groundsmen to be ordered first

6 DATE OF NEXT MEETING

TBC

The meeting closed at 19.20

Initials.....*BS*.....

Date:.....*8.6.20*.....