



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 8 June 2021, at 18 Kings Arms Street, North Walsham

**Present:**

**Town Councillors:** Cllr Bull (outgoing Chair) Cllr Sims (incoming Chair) Cllr Cracknell; Cllr Gray;  
Cllr Heinrich;

**Town Clerk:** Ms Shields

The meeting opened at 18.30

**1 ELECTION OF CHAIR**

Cllr Sims was nominated for Chair, no other nominations were received, it was voted unanimously, and **RESOLVED** that Cllr Sims be elected as Chair of Personnel for year 21/22

**2 ELECTION OF DEPUTY CHAIR**

Cllr Gray was nominated for Deputy Chair, no other nominations were received, it was voted unanimously, and **RESOLVED** that Cllr Gray be elected as Deputy Chair of Personnel for year 21/22

**3 APOLOGIES FOR ABSENCE**

Cllr Gotts (ill)

**4 DECLARATIONS OF INTEREST**

Pecuniary interest: None  
Personal interest: None

**5 TO 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 Bull and seconded by Cllr Heinrich, it was **RESOLVED** that the minutes of the meeting held on 7 September 2020 be agreed as a true record

**6 UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Clerks report attached)

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

**8 STAFFING MATTERS**

8.1 Appraisals, it was discussed to organise Groundsman's appraisals for the beginning of July and take to next Personnel meeting, Office staff appraisals to be conducted next year as they have been working from home during COVID

8.2 New Grounds Person – it was agreed to advertise on tc facebook, job site facebook, tc website, notice board and job centre with a closing date of 8 July 2021, to interview and recommend to full council

8.3 It was agreed to ask Shane Meiszner to work 8hrs a week to help with grass cutting for a period of up to 3 months or until a new Grounds Person is employed

Initials..... *AS* .....

Date: *22.7.21* .....



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

Civic dinner

Job Interviews

Office cost savings – expenditure and staff hours

Tablets for Councillors – cost and apps

**10 DATE OF NEXT MEETING**

22 July 2021 18:30 at 18 Kings Arms Street

The meeting closed at 19.05

Initials.....

*B*

Date:.....

*22.7.21*