



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 22 July 2021, at 18 Kings Arms Street, North Walsham

Present:

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

Town Clerk: Ms Shields

The meeting opened at 18.30

1. **APOLOGIES FOR ABSENCE**

Cllr Cracknell (family)

2. **DECLARATIONS OF INTEREST**

Pecuniary interest: None

Personal interest: None

3. **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 Gray, it was **RESOLVED** that the minutes of the meeting held on 8 June 2021 be agreed as a true record

4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Clerks report attached)

5. **TO DISCUSS CIVIC DINNER**

This was deferred due to COVID still being present

6. **TO CONSIDER PURCHASING TABLETS FOR COUNCILLORS**

It was discussed to mention this at Full Council to see how many Councillors would like to use one

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

8. **STAFFING MATTERS**

8.1 Appraisals – These had been carried out for the Groundsman on 25 June 2021, it was decided because of COVID to leave other staff appraisals until March 2022. Pay rise recommendations are:-

- D Gilbert – 1pt
- J Dennis – 3pt

As proposed by Cllr Heinrich and seconded by Cllr Bull, it was **RESOLVED** to recommend these to Full Council

8.2 Interviews – these took place on 13 July 2021, it was discussed and that there were 2 possibilities, but 1 had no driving licence.

As proposed by Cllr Bull and seconded by Cllr Gray, it was **RESOLVED** to recommend Paul Window to Full Council for a trial period of 6 mths

8.3 Office cost savings – to be discussed further at a later meeting

Initials.....*B.Sims*.....

Date:.....*8.9.21*.....



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

- Bonus
- Office cost savings

10. DATE OF NEXT MEETING

tbc

The meeting closed at 19.40

Initials.....*Bms*.....

Date:.....*8.9.21*.....