



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 9 September 2021, at 18 Kings Arms Street, North Walsham

Present:

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

Town Clerk: Ms Shields

The meeting opened at 19.00

1. APOLOGIES FOR ABSENCE

Cllr Bull (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 Heinrich and seconded by Cllr Gray, it was **RESOLVED** that the minutes of the meeting held on 22 July 2021 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (attached)

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

6. STAFFING MATTERS

6.1 Interviews – It was decided not to readvertise until January 2022

6.2 Apprentice – to find out what the requirements are, and the training required

6.3 Detailed timesheet – to be filled out daily by all staff

6.4 Office safety – to take to full Council

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

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8. DATE OF NEXT MEETING

7 October 2021

The meeting closed at 19.40

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

Date:.....*5.6.21*.....