



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 5 October 2021, at 18 Kings Arms Street, North Walsham

**Present:**

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

**Town Clerk:** Ms Shields

The meeting opened at 18.30

**1. APOLOGIES FOR ABSENCE**

None

**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 Gray and seconded by Cllr Cracknell, it was **RESOLVED** that the minutes of the meeting held on 9 September 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** Apprentice – recommend to Full Council

**6.2** Appraisals – to take place on Monday 18 October by Cllr Bull, Cllr Sims & Cllr Spall

**6.3** Telephones – to be answered by saying 'Good Morning/Afternoon North Walsham Town Council xxxxxx speaking'

**6.4** Nolan Principles – to remind all staff and Councillors the need of sticking to the Nolan Principles

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

- Staff review outcomes

**8. DATE OF NEXT MEETING**

tbc

The meeting closed at 19.10

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

Date:.....*17.11.21*.....