



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 14 February 2022, 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 17.30

**1. APOLOGIES FOR ABSENCE**

None

**2. DECLARATIONS OF INTEREST** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Pecuniary interest: None

Personal interest: None

**3. TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Bull and seconded by Cllr Spall, it was **RESOLVED** that the minutes of the meeting held on 7 February 2022 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** To discuss letter received

The received letter was noted and decided that no action needed taking

**6.2** To discuss GDPR

This was discussed that it needed re-enforcing, that no Council paperwork should be saved on personal computers, or kept at a personal address

**6.3** To discuss moving forward with cost saving measures

Measures were discussed and any decision was deferred to the next meeting

**7. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY** - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

- None

**8. DATE OF NEXT MEETING**

24 March 2022 at 17.30

The meeting closed at 18.20

Signed:..........

Date:..........