



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 11 July 2022, at 18 Kings Arms Street, North Walsham

### Present:

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

**Town Clerk:** Ms Shields

The meeting opened at 18.00

### 1. TO ELECT CHAIR OF MEETING

It was voted unanimously to keep Cllr Sims as Chair of Personnel and Cllr Gray as Deputy Chair

### 2. APOLOGIES FOR ABSENCE

No apologies

### 3. 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

### 4. 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 Spall and seconded by Cllr Heinrich, it was **RESOLVED** that the minutes of the meeting held on 12 May 2022 be agreed as a true record

### 5. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (attached)

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

### 7. STAFFING MATTERS

#### 7.1 The Staffing Review was discussed and considerations were made

As proposed by Cllr Gray and seconded by Cllr Sims, it was **RESOLVED** to make recommendations to Full Council as per the staffing review

#### 7.2 It was agreed to reinstate M Buller's hours back to 37hrs per week from 34.5hrs per week as he informed us his Doctor had confirmed that he was fit for work

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED** to reinstated to 37 hours per week as from 1 July 22

#### 7.3 The Retention & Disposal policy was discussed and it was agreed that the Clerk should make sure the policy was being adhered to

### 8. 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)

### 9. DATE OF NEXT MEETING

tbc

The meeting closed at 18.40

Signed: .....

Date: 25.10.22.....