



NORTH WALSHAM TOWN COUNCIL

Personnel Meeting – Wednesday 18th July 2023

Published: 13 July 2023

Time: 18.00

Place: 18 Kings Arms Street, North Walsham NR28 9JX

Councillors are hereby summoned to attend the above meeting of the Council.

Fi Collett
Assistant Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE** - any apologies received by the Proper Officer for absence
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)
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)
To approve minutes of the meeting held on 30 May 2023
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log (No matters outstanding)
5. **UPDATE ON PLANS FOR CO OPTION**
6. **TO REVIEW DRAFT SKILLS AUDIT**
7. **TO REVIEW CLERKS JOB DESCRIPTION**
8. **TO REVIEW RFO JOB DESCRIPTION**
9. **REVIEW ALL PERSONNEL POLICY CHANGES MADE ON 30th MAY 2023**
10. **EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for staffing matters (Confidential)**
None
11. **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)
12. **DATE OF NEXT MEETING**