



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Personnel Meeting

held on 7 March 2023, 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. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)  
No apologies
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 Spall and seconded by Cllr Heinrich, it was **RESOLVED that the minutes of the meeting held on 25 October 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 reduced hours of 25hrs a week for the Town Clerk  
As proposed by Cllr Spall and seconded by Cllr Gray, it was **RESOLVED to recommend to Full Council that as at 1.4.23 the Town Clerk hours would be reduced to 25hrs a week** (amend Contract for new hrs)
  - 6.2 To discuss Town Crier and make any recommendations to Full Council  
As proposed by Cllr Gray and seconded by Cllr Heinrich, it was **RESOLVED to thank the Town Crier for his service over the years and agree a final Honorarium of an additional £100**
  - 6.3 To discuss staffing appraisals and pay rises and make any recommendations to Full Council  
As proposed by Cllr Sims and seconded by Cllr Bull, it was **RESOLVED to recommend pay rises to:-  
Deputy Groundsman 2pts (amend Contract for new job role)  
Assistant Clerk 2pts  
Assistant Clerk Finance 3pts (amend Contract for new job role)**
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)
8. **DATE OF NEXT MEETING**  
tbc

The meeting closed at 18.15

Signed:.....

Date:.....