



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 15 November 2023, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Gray (Chair), Cllr Shires, Cllr Beach, Cllr Hester

Members of the Public: Cllr Wright

Assistant Town Clerk: Ms F Collett

The meeting opened at 6.30pm

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
Cllr Eastwick
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 Hester and seconded by Cllr Beach, it was **RESOLVED** that the minutes of the meeting held on 12 September 2023 be agreed as a true record
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Outstanding action:
Cllr Shires & Cllr Eastwick – Handbook

6.40pm Fi Collett left the meeting

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

As proposed by Cllr Gray and seconded by Cllr Hester, it was **RESOLVED** to recommend the agreed candidate for the position of RFO, to Full Council

As proposed by Cllr Gray and seconded by Cllr Beach, it was **RESOLVED** to recommend the agreed candidate for the position of Town Clerk, to Full Council

As proposed by Cllr Gray and seconded by Cllr Heinrich, it was **RESOLVED** to advertise the position of Admin Assistant (30 hours per week) who will report to the RFO as previously agreed at Full Council

6. **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)
7. **DATE OF NEXT MEETING**
TBC

The Meeting closed at 7.01pm

Signed: 

Date: 20/2/24

