



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 20 February 2024, at 18 Kings Arms Street, North Walsham

Present:

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

Town Clerk: Wendy Murphy

Members of the Public: None

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)
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 Heinrich and seconded by Cllr Hester and all in agreement, it was **RESOLVED that the minutes of the meeting held on 12 November 2023 be agreed as a true record**
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES** Decision/Action Log
It was agreed that the Clerk to produce a Handbook.
5. **TRAINING**
As proposed by Cllr Shires and seconded by Cllr Heinrich it was **RESOLVED** to agree all training requirements for staff that had previously been distributed. There is a training budget of £3k to cover this for 2024/2025
6. **TO REVIEW POLICIES**
As proposed by Cllr Heinrich and seconded by Cllr Shires and all in agreement it was **RESOLVED** to accept all amended policies. This will go to Full Council to be adopted.
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)
Bereavement policy – The clerk to bring a draft policy to the next meeting.
Well Being and Mental Health Policy – The clerk to bring a draft policy to the next meeting.
8. **TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

Staffing matters:-

As proposed by Cllr Shires and seconded by Cllr Beach and all agreed, it was **RESOLVED** to make a recommendation to Full Council for a Clerks Assistant to be employed.

Signed:.....

Date:.....



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Co-Option: -

As proposed by Cllr Hester and seconded by Cllr Shires and a unanimous agreement, it was **RESOLVED** to make a recommendation to council to adopt the amended co-option policy.

As proposed by Cllr Shires and seconded by Cllr Hester with a unanimous agreement it was **RESOLVED** to recommend 5 applicants to Full Council for Co-Option. The Clerk will write to applicants and ask them to attend the Full Council Meeting.

DBS checks:-

As proposed by Cllr Shires and seconded by Cllr Heinrich and all in agreement, it was **RESOLVED** to recommend to Full Council that all staff and councillors have a DBS check.

9. DATE OF NEXT MEETING

tbc

The Meeting closed at 7.43pm

DRAFT