



NORTH WALSHAM TOWN COUNCIL

Personnel Meeting – Wednesday 2nd October 2024

Published: 27.09.24

Time: 18.30

Place: Cedar House, 3 New Road, North Walsham, Norfolk NR28 9DE

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

Wendy Murphy
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 2nd July 2024 and 16th September 2024
4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**
Decision/Action Log
5. **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. **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**
 1. Staffing updates
 2. Staff Handbook including Wellbeing and Bereavement
 3. Staff Contracts
 4. Mobile Policy
 5. Absence Policy
 6. Capability Policy
 7. Use of Councillor emails - LE