



NORTH WALSHAM TOWN COUNCIL

Minutes of the Personnel Meeting

held on 2 October 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present:

Town Councillors, Cllr Heinrich, Cllr Beach, Cllr Eastwick, Cllr Ginbey (Chair), Cllr Wright (Mayor)

Town Clerk: Wendy Murphy

Members of Public: None

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Hester

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 Wright and seconded by Cllr Eastwick and all in favour it was RESOLVED to agree the minutes of the meeting held on 2nd July 2024

As proposed by Cllr Heinrich and seconded by Cllr Eastwick and all in favour it was RESOLVED to agree the minutes of the meeting held on 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)

None

6. 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. As proposed by Cllr Heinrich and seconded by Cllr Eastwick it was RESOLVED for the clerk to get details and costs from Croner for them to explore and investigate current issues.
2. Staff Handbook including Wellbeing and Bereavement
3. Staff Contracts – The Clerk will arrange for the staff contract's to be changed to ones supplied by Croner - Cllr Wright will do the Clerks contract.
4. Mobile Policy – included in Staff Handbook
5. Absence Policy – Included in Staff Handbook
6. Capability Policy – Included in Staff Handbook
7. The Full council minutes of 30th July 2024 confirms that It was proposed by Cllr Dibben and seconded by Cllr Eastwick and all in favour to arrange for staff and councillors to have .gov.uk email addresses as recommended in the JPAG for Councils.

Signed:.....

Date:.....



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Date of next meeting to be confirmed

Meeting closed at 19.57

Signed:.....

Date:.....