

## THETFORD TOWN COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON MONDAY 12<sup>th</sup> JANUARY 2015, STARTING AT 5.00 P.M.

Present:

Councillors

Mrs S J Armes  
Mrs P A Spencer  
M Brindle

Miss C A Fulford  
D G Mortimer  
Mrs B J Canham

Officer in attendance:  
Maurice Howard Town Clerk

Minutes

- 922/14      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None
- 923/14      APOLOGIES FOR ABSENCE  
Apologies were received from Councillors T J Jermy, D M Crawford, T J Lamb and D Sully
- 924/14      MINUTES  
RESOLVED that the minutes of the Committee's meeting held on the 2<sup>nd</sup> December 2014 to be received by the Council on 27<sup>th</sup> January 2015 be confirmed as a true record and that they be signed/initialled by the Chairman.
- 925/14      REVIEW OF FOLLOW UP ACTIONS
- Book CiLCA Course for TC & Dep – Both Suffolk and Norfolk ALC have ceased CiLCA course training pending introduction of a new CiLCA certificate in the summer. As a result training on the new course will not commence until autumn 2015. The Town Clerk is in negotiation with Norfolk ALC to look at an interim measure/training, pending confirmation of the last board examination dates. To be Agenda Item for next committee meeting.
  - The Training element of the Child Protection Policy is now addressed within the Policy document and training will be organised in the next Health and Safety Meeting scheduled for 19 Jan 15.
  - H&S Inspection Reports for CBC received and sent out immediately others to be received within 48 hours and will be forwarded to tenants as required.
  - Follow-up actions on H&S Reports to be chased by Works Foreman (spreadsheets to be created and updated as necessary) – Will be completed once all received.
  - Further update of Town Council Policies – Appraisal Form reviewed and will be issued in January. Full Policy to be provided for Feb 15 meeting.
  - Compliments and comments had been passed on as appropriate.
  - Agenda's and Minutes Course to be discussed under 929/14.

- Update on cleaning situation for King's House and Guildhall/ Carnegie provided. Further discussion under 931/14.
- Issue over request for unpaid leave not taken further as Doctors Certificate received.
- Information on inspection of Play Parks has been forwarded to Deputy Town Clerk ready for Amenities Meeting.
- NJC Pay review was placed on Finance Agenda for information.
- January meeting date changed on Town Council Website.

926/14

NALC MEMBER/OFFICER TRAINING PACKAGE

The Town Clerk reminded the committee that a proposal had been sought from Breckland and an in principle agreement had been reached for the expenditure of the money via the Finance Committee. He went on to state that he had since also received an expression of interest from Norfolk ALC to provide this training and he could see merits in their proposal. He therefore stated that he would meet with both parties and look at the advantages of each and report back with a recommendation.

927/14

HEALTH & SAFETY

No Health and Safety meetings had been held since the last report. However, the next meeting was scheduled for 19<sup>th</sup> January 2015. Councillor Fulford stated that she was considering asking the Health and Safety Committee to take on the subject of gritting, in particular the issue concerning the areas where gritting has been given up by Norfolk County Council Highways.

928/14

COMPLIMENTS, COMMENTS AND COMPLAINTS

None were received.

929/14

TRAINING REQUESTS

Further to agreement at the last meeting to book the Agenda's and Minutes Course for the Committee Secretary the Town Clerk advised that this had now been booked for March at a cost of £35 + travel expenses (approx £35).

He further requested agreement for the following training:

- PPP&C Officer (15 Jan 15) – Cemetery Management (£30 + £40 expenses)
- Town Clerk + Deputy (25 Feb 15) – Elections Training (£35 + £25 x 2).

**RESOLVED: The Town Clerk is to book the above Cemetery Management and Elections Training courses and issue Order Numbers as required.**

Councillor Fulford pointed out that the Training Policy was out of date and required review. The Town Clerk stated that he had prioritised all Town Council Policies according to those urgently required. Hence he is currently reviewing the Appraisal Policy as these were due shortly. The Training Policy was on the list and would be reviewed in turn.

930/14

EXCLUSION OF PRESS AND PUBLIC

To give consideration to resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.