

## THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD  
IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON  
TUESDAY 4<sup>th</sup> NOVEMBER 2014, STARTING AT 5.00 P.M.

Present:

Councillors

Mrs S J Armes	Miss C A Fulford
Mrs P A Spencer	D G Mortimer
T J Jermy	M Brindle
D M Crawford	

Officer in attendance:  
Maurice Howard Town Clerk

Minutes

662/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None

663/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillors T J Lamb and Mrs B J Canham.

664/14 MINUTES

The Chairman asked that the minutes of the previous meeting be moved, them having been discussed at length in the previous Full Council meeting of 28 October 2014. Councillor Fulford stated that she would like it noted that she stated "No".

**RESOLVED that the minutes of the Committee's meeting held on the 7<sup>th</sup> October 2014 received by the Council on 28<sup>th</sup> October 2014 be confirmed as a true record and that they be signed/initialled by the Chairman.**

665/14 REVIEW OF FOLLOW UP ACTIONS

- Book CiLCA Course for TC & Dep – Ongoing awaiting availability. Town Clerk to investigate Suffolk SLCC day release course.
- The Training element of the Child Protection Policy is now addressed within the Policy document (to be discussed at Agenda Item 669/14)
- The Town Clerk confirmed that all Fire Appliances at the CBC had been checked on 15 Sep 14.
- Still awaiting formatted H&S Inspection Reports from the H&S Advisor. Once received will be sent to tenants.
- 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 received.
- Safeguarding and Lone Worker Policies have now been amended and are presented at Agenda Item 669/14.
- Other Town Council Policies have been rewritten and were awaiting review by the Town Clerk prior to presentation at the next meeting.
- Compliments and comments had been passed on as appropriate.

- 666/14      HEALTH & SAFETY  
Councillor Mrs B J Canham had passed her apologies for this meeting and no further updates had been presented.
- 667/14      COMPLIMENTS, COMMENTS AND COMPLAINTS  
The Town Clerk reported that he had received an e-mail from the Norfolk and Suffolk NHS Foundation Trust thanking both Mr Brooks and Mr Deal for their valued assistance and attention to detail in servicing their first annual Psychological Wellbeing Practice Workshop in the Guildhall. The Town Clerk would pass on these thanks as appropriate.
- 668/14      TRAINING REQUESTS  
There were no further training requests.
- 669/14      REVIEW OF THETFORD TOWN COUNCIL POLICIES  
The Town Clerk presented the Lone Worker and Safeguarding Policies to the committee. These had been approved by the Health and Safety Committee and subsequently both the PPP&C Officer and the Town Clerk had made minor changes to make these policies generic to all Town Council buildings and all council representatives.  
It was proposed and seconded by Councillors M Brindle and T J Jermy that these amended Policies be accepted as presented. All were in favour.  
**RECOMMENDATION: That the amended Lone Worker and Safeguarding Policies be accepted by Full Council.**
- 670/14      ITEMS OF URGENT BUSINESS – TAKEN BELOW THE LINE  
In view of the nature of the items of urgent business that he was aware were to be brought before the committee, the Chairman requested that the Urgent Business be taken below the line. A vote was taken. All were in favour.
- 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.