



**LOCAL GOVERNMENT ACT 1972  
NOTICE OF A MEETING OF**

**THETFORD TOWN COUNCIL PERSONNEL COMMITTEE**

YOU ARE HEREBY SUMMONED to attend the Personnel committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Tuesday 2<sup>nd</sup> April 2019, starting at 4 p.m.

Tina Cunnell BSc (Hons)  
Town Clerk  
27<sup>th</sup> March 2019

**AGENDA**

- 835/18      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 836/18      **APOLOGIES FOR ABSENCE**  
To receive apologies.
- 837/18      **MINUTES**  
To confirm the minutes of the Committee's meeting held on 5<sup>th</sup> March 2019, received by Council on 26<sup>th</sup> March 2019. To be confirmed as a true record and signed/initialled by the Committee Chairman.
- 838/18      **TRAINING & STAFF UPDATE**  
Town Clerk to update (see schedule of training attached).
- 839/18      **CORPORATE PLAN 19/20**  
To discuss and consider (see attached corporate plan).
- 840/18      **ENVIRONMENTAL POLICY STRATEGY**  
To consider the following suggestions from committees (see attached environmental policy).
- 841/18      **COMMITTEE OFFICERS UPDATE**  
To receive any update from the Committee Officer since the issue of the agenda.
- 842/18      **EXCLUSION OF PRESS AND PUBLIC**  
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any 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.
- 843/18      **STAFF MATTERS**  
Update on staffing topics that are private and confidential in nature.

Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS  
Telephone: (01842) 754247  
e-mail: [mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk)  
website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)

## Training Attended 2018/19

Date of Course	Course	Attendees
13 <sup>th</sup> April 18	Assertiveness Training	K Leeder
3 <sup>rd</sup> May	Finance Training including annual return, transparency internal control and VAT	R Carter C Ashmore
15 <sup>th</sup> May	Cemetery Management	K Leeder N Thompson, C Harvey, B Canham, J Hollis
Distance	ILCA	J James. J Cunnell
19 <sup>th</sup> September	Effective report writing	M Robinson Course cancelled
20 <sup>th</sup> September	Grants and Funding	J James J Newton B Canham
28 <sup>th</sup> November	Play park Inspectors	C Hensley R Stebbing
28 <sup>th</sup> /29 <sup>th</sup> November	GIS Mapping	T Cunnell, R Barnett
2 December	Managing commons	R Barnett
10 <sup>th</sup> January 2019	Managing difficult Conversations	All staff and J Newton , B Canham, S Armes C Harvey
15 <sup>th</sup> Jan	Preparing for the elections	T Cunnell J Hollis
29 <sup>th</sup> January	Internal Auditors	R Carter
26 <sup>th</sup> February	Making Tax digital	T Cunnell, R Carter, J James
28 <sup>th</sup> February	End of Year Training	T Cunnell, R Carter, J James
6 th March	Rights of Way and Commons	R. Barnett, B Canham, F Robinson.
7 <sup>th</sup> March	Personal Licence Holder	T Scott, J Cunnell
18 <sup>th</sup> March	Internal Auditors	T Cunnell, J James, C Ashmore
13 <sup>th</sup> May	New Cllr Trg	
20 <sup>th</sup> May	New Cllr Trg	
Training requests	Grants and funding	M Brindle, D Crawford
	Management of open spaces	M Brindle

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	Management of buildings including letting	M Brindle
	Public speaking	C Harvey D Crawford B Canham
	Food Hygiene	B Canham, J Hollis

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