



**ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)  
**Minutes of the meeting of the Personnel Committee**  
**held on Friday, 7 June 2019 at 9.00 am**  
**in the Town Hall, Queens Square, Attleborough**

**Present:**

K Montague (presiding upon election)

Cllr B Bulmer

Cllr J Roper

Cllr T Crouch

In attendance: Gina Lopes – CEO & Town Clerk to Attleborough Town Council

Anne Willett, CEO's Assistant & Barry Smart (Item 6b only)

**2019/01) Election of Committee Chairman for the year 2019-20**

**RESOLVED** to elect Cllr Montague as Committee Chairman for the year 2019-20

**019/02) Apologies for absence**

None received.

**2019/03) Declarations of Interest**

a) To consider declarations of interest in respect of items below - None received.

b) To receive any requests for dispensation of Disclosable Pecuniary Interest - None received.

**2019/04) Minutes of meeting of the Personnel Committee held on 14 November 2018**

Noted for information.

**2019/05) Exclusion of Press and Public**

**RESOLVED** to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed

**2019/06) Staff Matters**

**a) Appointment of New Groundstaff** – Confirmed Mr Sewell had settled well into his role. On resignation of Mr Arnold, previous applicants were interviewed and Miss Kett has now been appointed and will join the grounds staff shortly.

**b) Member/Officer Communication** – There was a lengthy discussion between members and the staff present outlining the difficulties created when Member/Officer protocol is breached. It was noted this has a negative impact on the staff and also has a real cost to the Council which needs to be addressed.

**RESOLVED** clear terms of reference should be resolved at the next Full Council meeting for the recently formed Anglia in Bloom group to ensure there was clarity for both councillors and volunteers.

**RESOLVED** a meeting of the Anglia in Bloom group should be called asap to agree

planting areas and other tasks to ensure clarity and approval of Senior Groundsman.

**RESOLVED** a letter will be sent from members of the Personnel Committee to Councillors who have breached the adopted Member/Officer protocol agreement.

**ACTION: CLERK/ALL COMMITTEE MEMBERS**

**c) Essential Car User Allowance - Deferred**

**d) Any Other Urgent Staff Matters – None**

Meeting closed at 9.40am