



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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**Minutes of the meeting of the Personnel Committee
Held on Tuesday, 26 November 2019 at 10.00 am
in the Town Hall, Queens Square, Attleborough**

Present:

K Montague (Presiding)
Cllr B Bulmer Cllr T Crouch
In attendance: Anne Willett – CEO's Assistant (minute taker)

2019/12) Apologies for absence

Apologies for absence were received as below: -

Cllr J Roper
Cllr E Tyrer
Cllr J Ellis

2019/13) Declarations of Interest

- a) To consider declarations of interest in respect of items below – CEO's Assistant resides near to resident whose emails were due to be discussed
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest –
None received

2019/14) Minutes of meeting of the Personnel Committee held on 30 October 2019

RESOLVED to approve and accept the minutes of the meeting of Personnel Committee meeting held on 30 October 2019, as a true and accurate record of the meeting; the Chairman duly signed the minutes

2019/15) 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

2019/16) Staff Matters

a) To consider and make a final resolution on investigated complaints: -

Extra time was given but neither complainant attended the meeting despite both receiving and signing for a letter inviting them to attend.

The CEO and Town Clerk attended at this time to present her detailed statement and then left the meeting.

Confidential paperwork relating to the complaint was considered in great detail by the Councillors and after due consideration -

On the motion of Cllr Crouch, seconded by Cllr Bulmer, it was

RESOLVED there was no case to answer and the original decision was upheld.

ACTION: To send a letter to each complainant within 7 working days informing them of the decision.

b) Staff Matters: -

A resident's emails raising his concerns were considered by the Members and felt to be "offensive", after a brief discussion it was

RESOLVED unanimously that Cllr Montague, Chairman of Personnel Committee, would draft a letter and make a formal reply.

ACTION: Cllr Montague

Meeting closed 1.20 pm