



**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 Monday 15<sup>th</sup> November 2021 at 7.00pm at the Town Hall**

**Present:**

Cllr A Westby (Presiding)  
Cllr P Leslie Cllr Dale Cllr Ellis

**053.2021) Apologies for absence**

Apologies received from Cllr Tyrer who had another engagement.

**054.2021) 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

**055.2021) Minutes of meeting of the Personnel Committee held on 11<sup>th</sup> October 2021**

On the motion of Cllr Leslie, seconded by Cllr Ellis, it was then

**RESOLVED** to accept the minutes of the Personnel Committee meeting held 11<sup>th</sup> October 2021.

**056.2021 Exclusion of Press and Public**

On the motion of Cllr Dale, seconded by Cllr Leslie, it was

**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.

**057.2021) Staff Vacancies**

Applicants for the positions of Groundsperson and Caretaker were discussed and shortlisted.

On the motion of Cllr Dale, seconded by Cllr Leslie, it was

**RESOLVED** that the Clerk would set up interviews, with Cllr Westby as Chair of the Personnel Committee, and one other Personnel committee member.

**ACTION: Clerk**

**058.2021 Staff Matters**

- On the motion of Cllr Leslie, seconded by Cllr Westby it was **RESOLVED** to make permanent the two employees currently on their probationary period.
- Sexton training for one of the Groundstaff was requested.  
On the motion of Cllr Dale, seconded by Cllr Westby it was **RESOLVED** to authorise the ground staff to attend the Sexton Course
- On the motion of Cllr Leslie, seconded by Cllr Westby, it was **RESOLVED** to appoint the Clerk to arrange staff appraisals and to introduce a performance improvement system

Personnel Com Mins 15.11.21

- On the motion of Cllr Leslie, seconded by Cllr Ellis it was RESOLVED to identify suitable service vehicles to go to council as an urgent matter.

059.2021 Chairmans Report to full council

ACTION: Cllr Westby

Meeting closed at 6.51pm