

## THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 7<sup>th</sup> FEBRUARY 2017, STARTING AT 4.30 P.M.

Present:  
Councillors

R F W Brame (Chairman)  
Mrs B J Canham  
J Newton  
Mrs J Hollis  
C Harvey

M P Brindle  
T Jermy  
Mrs S Armes  
D M Crawford

Officer in attendance:  
Tina Cunnell Town Clerk

Minutes

- 619/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None received
- 620/16 APOLOGIES FOR ABSENCE  
Mrs F Robinson  
M Taylor
- 621/16 MINUTES  
Confirmed the minutes of the Committee's meeting held on 17<sup>th</sup> January 2017, as received by Council on 31<sup>st</sup> January 2017.
- 622/16 BUDGET REVIEW  
No financial transaction have occurred since last report therefore, the only variances are those incurred due to Clerk and ALP Officer recruitment
- 623/16 CORPORATE PLAN  
The clerk presented the first draft which was then discussed with the following suggestions being made:
- This year's Mayor is to write a part of the document foreword along with next year's Mayor
  - Explain what areas the council is responsible for as part of the overview
  - Health & Safety
  - Photographs of all staff and councillors
  - Committee objectives to be agreed during sub committees this month and corporate objectives to be agreed at full council.
  - State if jobs are full time or part time on staff structure
- 624/16 HEALTH & SAFETY  
The lone worker phone apps have been received by there are some issues with set up so getting our IT management to assist us.

- 625/16 TOWN COUNCIL VACANCIES  
Mrs K Robinson has been appointed as the Receptionist and Mr J Cunnell as the Venues Assistant both starting work with the council in February.
- 626/16 STAFF CONTRACTS  
The use and cost of a HR Consultant to produce staff contracts and other staff management documents was discussed and that this work should be completed ASAP.  
Cllr S Armes proposed and Cllr M Brindle seconded that the finance committee be requested to allocate money from the most appropriate funding to enable staff management documentation to be produced by a HR Consultant.  
**RESOLVED: The Finance Committee be requested to allocate money from the most appropriate funding to enable staff management documentation to be produced by a HR Consultant.**
- 627/16 COMPLIMENTS, COMMENTS AND COMPLAINTS  
None received
- 628/16 TRAINING REQUESTS  
Attendance at the following courses was requested.  
  
Understanding the Councils Finances 22 May 17  
Cllr Canham, Cllr Crawford, Cllr Brindle, Cllr M Robinson, Cllr Taylor  
  
Chairing Successful Meetings 8 Jun 17  
Cllr Canham, Cllr Crawford, Town Clerk  
  
Cemetery Management 16 Jun 17  
Deputy Town Clerk, Burials Officer
- 629/16 ITEMS OF URGENT BUSINESS  
Mayor requested direction on which committees were going to address sponsorship and donations for the Mayors Ball. The process is determined by Finance and the requirement for sponsorship by the Civic committee.
- 630/16 PRESS RELEASES  
None

Chairman