

THETFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT
THE CARNEGIE, CAGE LANE, THETFORD ON TUESDAY 1st JUNE 2021,
STARTING AT 2.00 PM.

Present:

The Mayor, Councillor M P Brindle

Councillors:

R F W Brame (Chair), B J Canham (Vice Chair), J Hollis

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

MINUTES

26/21	<u>ELECTION OF CHAIR AND VICE CHAIR</u> Councillor R Brame was elected Chairperson. Councillor B Canham elected Vice Chairperson.
27/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> Councillor B Canham advised that she was now on the Norfolk NALC wellbeing initiative board.
28/21	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors C Harvey and J James.
29/21	RESOLVED: The minutes of the Committee meeting held 18th May 2021 as true record received by Council on 25th May 2021 and be signed/initialed by the Committee Chairman.
30/21	<u>RECORDING OF MEETINGS</u> Committee discussed the following areas: <ul style="list-style-type: none">• General agreement that meetings continue to be filmed but not whether these should be streamed live or recorded and uploaded.• Concerns with moving into a smaller location as a give's little opportunity for social distancing.• Hybrid meetings such as Breckland District Councillors are having where non committee members as well as committee members can join via teams, but virtual attendees cannot vote. Cllr Harvey did contribute via email whilst watching the stream.• Review of equipment needed or different seating layouts.• Encourage the public to send in questions in advance and advise of their attendance so seating can be set out accordingly. <u>Actions</u> <ul style="list-style-type: none">• Officers to investigate hybrid meetings and equipment required.• Hold a test meeting in King House for audio quality.• To consider using teams invites for all councillors even though the meetings are not virtual.
31/21	<u>COMMITTEE OFFICERS REPORT</u> <ul style="list-style-type: none">• Council welcomes 2 new Councillors, Barbara Tullett and Ken Parker as well as 2 members of staff, Katie Wright and Ben Conradie-Yorke• Looking to advertise for a member of the "Town Team" next week and writing job descriptions for the Tea Room supervisor.• Arranging H&S inspection with our consultants for August.

	<ul style="list-style-type: none"> • Kings House being prepared for meetings post June 21st, but Justice painting has been removed for a conservation quote to repair water damage. • New staff login system going in this month which also provides lone worker security. • Security has been arranged for alarm call outs to prevent staff entering buildings alone overnight.
32/21	<u>COMMUNITY ENGAGEMENT</u> None required.
33/21	<u>EXCLUSION OF PRESS AND PUBLIC</u> 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.
34/21	<u>STAFF UPDATE</u> Staff Welfare update

Chairman.