

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT  
THE CARNEGIE, CAGE LANE, THETFORD ON TUESDAY 22<sup>nd</sup> SEPTEMBER 2021,  
STARTING AT 1.00 PM.

Present:  
Councillors:

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

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

MINUTES

365/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None received.
366/21	<u>APOLOGIES FOR ABSENCE</u> None received.
367/21	<u>MINUTES</u> <b>RESOLVED: The minutes of the Committee meeting held on 6th July 2021, which were received by Council on 29th July 2021, as a true record and were signed/initialled by the Committee Chairman.</b>
368/21	<u>ENVIRONMENT AUDIT</u> The clerk reported that: <ul style="list-style-type: none"> <li>• some of the initiatives were being installed next week such as the water flow reducers and more efficient hand driers, these being paid for from in year maintenance budgets.</li> <li>• Application had been made to Breckland District council green fund for these projects which would then be used for more projects such as changing lighting to LED.</li> <li>• The public toilets in Cage Land and Castle Park are being audited instead of St Peters due to potential savings that are highlighted within Carnegie Guildhall complex.</li> <li>• Significant potential saving in cemetery chapel of 7.4 tonne of carbon over payback period.</li> </ul> The attached report was circulated prior to the meeting and the following discussed: <ul style="list-style-type: none"> <li>• Other committees to requested to consider their areas for initiatives</li> <li>• Both a fiscal and environment saving with both extending past the payback time of the projects</li> <li>• Initiatives align with Environment strategy.</li> </ul>
369/21	<u>FINANCIAL UPDATE</u> The attached report was circulated prior to the meeting and the following discussed: <ul style="list-style-type: none"> <li>• Costs are as expected however need to remain cautious due to the unpredictable situation with still find ourselves in.</li> <li>• Energy costs are going to need monitoring and council is going to install smart meters</li> <li>• Ongoing issues with contractors obtaining materials</li> <li>• Costs of services is rising in line with these shortages in materials</li> <li>• Report noted</li> </ul>
370/21	<u>REVISED BUDGET FOR THE YEAR ENDING 31 MARCH 2022</u> The attached report was circulated prior to the meeting and the following discussed: <ul style="list-style-type: none"> <li>• As times are still uncertain a budget revision is not advised</li> <li>• May be a deferral of large projects possible due to levels of uncertainty</li> </ul>

- Winter and COVID-19 situation may affect energy prices.

Cllr James proposed, and Cllr Canham seconded that the personnel committee leave presented budget unchanged.  
**RESOLVED: The personnel committee leave presented budget unchanged.**

**COMMITTEE OFFICERS REPORT**

**Recruitment**  
 Since the last meeting the council have recruited the Tea Room Supervisor, a Town Team Member for maintenance and the Countryside and Planning Officer. Following the retirement of the works foreman the post was revised and the recruitment has started for a new Town Team member who will be the lead on Horticulture including Thetford in Bloom project. The recruitment for the Guildhall Education Officer has also gone live and the officer will be working with the local primary schools.  
 Cllr James declared an interest as Chair of Governors at Admirals and Rayleigh Schools.

**Training**

371/21

Date of Course	Course	Attendees
Various June	Food Hygiene Level 2 refresher	D. Brooks. T.Scott, K Wright, B. Conradie-Yorke
Various June	Safeguarding Awareness	D. Brooks. B.Burnauska K Wright, B. Conradie-Yorke
16 <sup>th</sup> June	Understanding the planning system	B.Tullett
21 <sup>st</sup> June 2021	Water compliance: Legionella	N. Thompson
21 <sup>st</sup> June	Understanding your councils' finances	B Tullett
30 <sup>th</sup> June 2021	Memorial and Cemetery administration	N.Thompson K.Leeder
6 <sup>th</sup> /7 <sup>th</sup> July	Councillor induction	B Tullett
14 <sup>th</sup> July 2021	Awarding Public Contracts Skilfully and Lawfully within the Procurement Rules.	A.Yorke
7 <sup>th</sup> October	Building Resilience	T.Cunnell
October	Memorial Testing	G.Hance
November	Play Inspections	C Higgins G Hance

	<p>Various training providers courses have been sent out to staff and councillors to book for the next quarter, and in person first aid training and fire marshal training are being organised.</p> <p>Complaints</p> <p>The council has received 3 complaints. The first was about the Box Office and a Guildhall event, this has been actioned by Town Clerk</p> <p>The second was in reference to the fish pass. The fish pass is getting repaired next week in with the EA onsite to advise and support. It is hoped there will be an opportunity for all parties to meet that day. The amenities committee will be advised of all updates and advice for their discussion. with the Amenities committee prior to a response being sent.</p> <p>Lastly a complaint about the fencing, steps and trim trail on Castle Park, this has been actioned by the Town Clerk.</p> <p>Compliments</p> <p>A letter of thanks has been received reference the office staff and their assistance during a Carnegie visit.</p> <p>Phone Contract</p> <p>Current phone tender is due to end in December so have gone out for quotes on the Government contract finder's website, and social media.</p>
372/21	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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.</p>
373/21	<p><u>STAFF UPDATE</u></p> <p>No update.</p>

Chairman.