

DEREHAM TOWN COUNCIL

23rd November 2021

At a virtual meeting of the **Personnel** Committee held on Tuesday 23rd November 2021.

Present Councillors H King (Chairman), S Green, C Bunting, L Monument and K Cogman.

Also present: Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron, Councillors A Greenwood and P Morton.

1. **To receive apologies for absence.**
There were no apologies for absence.

2. **Declaration of Interest.**
There were no declarations of interest.

3. **Exclusion of press and public**

Proposed by Councillor H King, seconded by Councillor S Green it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.
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4. **To discuss staff vacancies for ground maintenance.**
After much discussion it was agreed to review this again in February.

5. **Update on applications for administration post.**
The Town Clerk updated the committee saying that interviews were being held on Thursday 25th November and that there were 6 candidates being interviewed for the post.

6. **Update on staff annual leave.**
The Deputy Town Clerk update the committee advising that it was the Town Clerk and the Deputy Town Clerk that had additional leave to take but they were both in the process of planning a schedule of when they could take their leave ensuring that their dates did not coincide.

7. **To confirm a date for the next meeting between Chairman of Personnel and all staff.**
Date to be confirmed.

8. **To confirm a date for the next meeting between Chairman of Personnel, Town Clerk and Deputy Town Clerk.**
Date to be confirmed

9. **Update on staff training.**
The Town Clerk said that he would getting a schedule together to show when regular training was due to take place.

Chairman