

**MINUTES OF THE MEETING OF CROMER TOWN COUNCIL  
HELD AT CROMER CEMETERY CHAPEL AT 19:30 ON 09 AUGUST 2021**

**PRESENT**

Mayor, Cllr. M. Bossingham, Deputy Mayor Cllr. P. West,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. D. Baksh,  
Cllr. P. Harris, Cllr. M. Hayhurst, Cllr. R. Leeds, Cllr. D. Pritchard,  
Cllr. D. Roberts, Cllr. E. Spagnola, Cllr. Y. Yiasimi

Mrs. J. Chance FSLCC (Town Clerk)  
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies were accepted from Cllr. Bennett (work commitment).  
Cllr. D. Russell emailed apologies but these were not received until after the meeting.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

There were no declarations of interest or requests for dispensations.

3. **PUBLIC PARTICIPATION**

There were no members of the public present

4. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

5. **PERSONNEL MATTERS**

5.1 **Report from Personnel Committee**

Members were in receipt of the minutes of the meeting held on 28 July 2021 which were **APPROVED** subject to the names of councillors being removed.

Cllr. West provided an update on the arrangements to provide cover whilst the Clerk is on forthcoming sick leave. It was **AGREED** that the Deputy Clerk will step up to Acting Clerk and a local clerk has been invited to assist with taking minutes at meetings and to assist the Acting Clerk where necessary. This will be under a temporary contract. It was noted that the Deputy Clerk's salary will reflect the extra responsibility whilst the Clerk is on leave. All staff will continue to work from home for the time being.

Members **AGREED** that meetings of committees should only take place where absolutely necessary. Working groups can continue to work on projects to present either to the committee when they next meet or to full council if urgent. It was noted that Planning Protocol can be used to respond to planning matters and that delegated authority for urgent

cemetery matters will be given to Cllrs. Pritchard, Bartlett and the Deputy Clerk. Any urgent matters can be placed on the agenda for Full Council.

Cllr. West stressed to members that their support will be needed for events such as the Christmas Festival as the Clerk cannot be expected to lead the event this year.

It was pointed out that the Clerk should not return to work until her GP gives permission even if she feels OK. The Clerk advised that whilst working from home she can rest whenever she needs to and keeping busy will help her mental health.

Cllr. West advised that the new Personnel Committee are to deal with an on-going complaint but are waiting for the original emails to be forwarded.

*The deputy Clerk left the meeting.*

**5.2 Minutes of the meetings of the Policy & Resources Staffing Committee**  
Members were in receipt of the minutes of the recent meetings which were **APPROVED.**

There being no further business, the Mayor closed the meeting at 21:00

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Signed

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Dated