

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Friday 19 July 2024 at 12pm**

PRESENT: Cllr D Rowe (Chairman) Cllr S Bennett
 Cllr C Franklin (Vice-Chairman) Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

121. PUBLIC QUESTION TIME

None.

122. APOLOGIES FOR ABSENCE

Apologies were received from **Cllr M Deacon**.

123. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

124. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 3 April 2024 be confirmed as a true record.

125. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

126. STAFFING MATTERS

Committee considered a confidential report on staffing matters.

RESOLVED that:

- i. funding from the Staffing Earmarked Reserve be approved for personnel-related expenditures, as detailed in the confidential report provided to Members;**
- ii. a staff member be offered a one year fixed-term contract to August 2025, with a review prior to the end date;**
- iii. a new Grounds Maintenance Apprenticeship post be created and the vacancy advertised, subject to the confidential report;**
- iv. a staff member's request to return to full-time hours would be approved to take effect from 1 September 2024; and,**
- v. the Clerk be delegated the authority to take such actions as necessary to implement these resolutions.**

127. CLOSURE

The meeting was closed at 12.28pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 6pm.

Date: _____

Chairman: _____