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9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr S Harkin (Chairman)
Cllr K Williams (Vice Chairman)
Cllr M Jepson

Cllr M Richardson
Cllr D Savage

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 5 April 2023 at 6pm**.

Public Attendance

Meetings of the Town Council and its Committees are open to the press and public who are welcome to attend. Members of the public are invited to make representations or put questions to meeting during the public session.

If you wish to attend in person, please email townclerk@felixstowe.gov.uk to confirm capacity.

Public are very welcome join via Zoom using the following link:

<https://us02web.zoom.us/j/82769486775>

Our online meeting guidance can be found here: <https://felixstowe.gov.uk/wp-content/uploads/2022/02/Remote-Meeting-Guidelines.pdf>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity in its decision-making and Members are reminded to consider the Council's commitment to climate action.



The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.

Ash Tadjrishi
Town Clerk
29th March 2023

For information (via email): All Town Councillors.



A G E N D A

- 1. Public Question Time**
Up to 15 minutes is set aside to allow members of the public (up to one minute each) to make representations or put questions to the Committee on any relevant matters.
- 2. Apologies for Absence**
To receive apologies for absence.
- 3. Declarations of Interest**
To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the minutes of the meeting held on 12 October 2022 as a true record. **(Pages 3-4)**
- 5. Exclusion of Press and Public (Staffing Matters)**
In accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 6. Staffing Matters**
To consider a report on Council staffing matters and make any decisions deemed necessary. **(Confidential Report)**
- 7. Town Clerk's Appraisal: Six Month Review**
To review progress against agreed objectives. **(Confidential Report)**
- 8. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 4 October 2023 at 6pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

MINUTES of a **PERSONNEL COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Wednesday 12 October 2022** at **6pm**

PRESENT: Cllr S Harkin (Chairman) Cllr M Richardson Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

IN ATTENDANCE: Cllr K Williams (*via Zoom*)

225. PUBLIC QUESTION TIME

None.

226. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr M Jepson** and **Cllr K Williams**. **Cllr K Williams** attended via Zoom.

227. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Richardson	All	Non-Pecuniary (as a Member of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

228. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Planning & Environment Committee meeting held on 20 July 2022 be confirmed as a true record.

229. 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.

230. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out and several objectives were discussed and agreed.

It was **RESOLVED** that the Town Clerk’s Appraisal document be finalised by the Mayor to include those objectives discussed and agreed for the following year.

231. STAFFING ARRANGEMENTS

The Clerk updated Committee on staffing arrangements. The impending retirement of the Council’s part-time caretaker was noted and the Clerk would seek to cover the duties within a new role in due course as per the salary terms in the draft 2023/24 salaries budget report.

RESOLVED that the report on staffing arrangement be noted.

232. STAFFING AND TRAINING BUDGET 2023/24

Members considered estimates for the Council’s 2023/24 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Salaries Budget:

Cost Centre	Budget 2023/24		
	Salaries (£)	National Insurance (£)	Pension Contributions (£)
Administration	231,880	25,585	44,035
Town Hall	26,701	1,810	1,602
Walton	5,340	362	320
Broadway House	9,037	613	542
Cemetery	154,662	16,491	13,637
Allotments	27,293	2,910	2,406
Sub-Totals	454,913	47,772	62,543
Total	565,228		

Training Budget:

Cost Centre	2023/24 (£)
Administration	2,000
Town Hall	500
Cemetery	1,500
Totals	4,000

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2023/24.

233. CLOSURE

The meeting was closed at 8.19pm. It was noted that the next meeting was scheduled to take place on Wednesday 5 April 2023 at 6pm.