

**Minutes of the Personnel Committee Meeting held on Monday 17th March 2014
at 4.00 p.m. at Felixstowe Town Hall.**

Present: Councillors Jan Garfield, Newman, Savage and Slemmings

Minutes

478. Apologies.

There were no apologies for absence.

479. Declarations of Interest.

No members declared an interest in any item on the Agenda.

480. To Consider Any Requests for Dispensation.

No members sought a dispensation.

481. To Agree the Minutes of the Meeting held 28th January 2014

The Committee agreed the minutes of the meeting held 28th January 2014 as a true record.

482. To Review the Arrangements for Recruitment of the New Town Clerk

The Committee reviewed the arrangements for recruitment of the new Town Clerk and agreed that the interview panel would comprise Councillors Deacon, Garfield, Newman and Savage.

483. To Agree to Delegate the Recruitment of a Casual Relief Caretaker to the Town Clerk and principal Caretaker

The Committee agreed to delegate the recruitment of a Casual Relief Caretaker to the Town Clerk and principal Caretaker

484. To Agree to Delegate the Recruitment of a Trainee to the Town Clerk and the Mayor

The Committee agreed to defer the recruitment of a Trainee pending the outcome of a further review of administrative staffing.

485. To Agree to Adopt a Scheme to Reimburse Costs for Display Equipment Users

The Committee agreed to adopt a scheme to reimburse costs for display equipment users.

486. To Consider Matters Raised by Staff (attached)

The Committee considered the following matters raised by staff and agreed as indicated :-

- a) Provision of uniforms for office staff

The Committee agreed to consider the introduction of uniforms subject to further information as to the type, and final cost.

b) Provision of time-recording machine for office staff

The Committee decided not to use a time-recording machine to keep a record of administrative staff hours but to record attendances manually.

487. Closure

The meeting was closed at 4.50 p.m.