

**MINUTES** of the **PERSONNEL COMMITTEE** meeting held at Felixstowe Town Hall  
on **Wednesday 24 October 2018** at **6pm**

**PRESENT:** Cllr G Newman (Chairman) Cllr T Green  
Cllr N Barber Cllr M Jepson

**OFFICERS:** Mr A Tadjrishi (Town Clerk)

**298. APOLOGIES FOR ABSENCE**

Apologies for absence were received from **Cllr K Williams**.

**299. DECLARATIONS OF INTEREST**

There were none.

**300. REQUESTS FOR DISPENSATION**

There were none.

**301. CONFIRMATION OF MINUTES**

It was **RESOLVED** that the Minutes of the Personnel Committee Meeting held on 28 March 2018 be signed by the Chairman as a true record.

**302. 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.

**303. TOWN CLERK'S APPRAISAL: SIX MONTH REVIEW**

The half-yearly appraisal review for the Town Clerk was carried out and progress against agreed objectives was discussed.

It was **RESOLVED** that the six-month appraisal review be confirmed as having been carried out with the next full appraisal scheduled to take place in March 2019.

**304. STAFFING STRUCTURE AND BUDGET 2019/20**

Members considered a confidential report on staffing structure and budget estimates for 2019/20. Salary scale point increases and training proposals were approved as presented and the budgets were recommended as follows:

## Salaries Budget

Cost Centre	Budget 2019/20		
	<b>Salaries (£)</b>	<b>Employer National Insurance (£)</b>	<b>Employer Pension Contributions (£)</b>
<b>Administration</b>	172,414	17,033	40,059
<b>Town Hall</b>	25,678	1,685	899
<b>Walton</b>	2,996	267	180
<b>Broadway House</b>	5,070	452	304
<b>Cemetery</b>	95,302	9,321	15,549
<b>Allotments</b>	16,818	1,645	2,744
<b>Total</b>	<b>318,277</b>	<b>30,403</b>	<b>59,735</b>

## Training Budget

	2019/20 (£)
<b>Administration</b>	3,000
<b>Town Hall</b>	500
<b>Cemetery</b>	2,000
<b>Totals</b>	<b>5,500</b>

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2019/20 as presented in the report.

### 305. CLOSURE

The meeting was closed at 7.20pm. The next meeting was noted as having been scheduled for Wednesday 10 April 2019 at 6pm.

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_