

Telephone: 01394 282086
Fax: 01394 285920
email: enquiries@felixstowe.gov.uk

9 am to 4 pm Mondays to Fridays



TOWN HALL
FELIXSTOWE
SUFFOLK
IP11 2AG

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr M Jepson (Chairman)
Cllr K Williams (Vice Chairman)
Cllr N Barber

Cllr S Harkin
Cllr D Savage

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held **ONLINE** on **Wednesday 17 March 2021** at **6pm**.

Public Attendance

Online meetings of the Town Council and its Committees are open to the press and public who are welcome to attend via Zoom. Members of the public are invited to make representations or put questions to the Committee during the public session.

To join the meeting please follow this link:

<https://us02web.zoom.us/j/83126099132?pwd=Z3JqeW9TeFlibTI2dWlkMTdpTTdiUT09>

Passcode: 414309

Alternatively, you may join via the meeting ID 831 2609 9132 or over the telephone by calling 0131 460 1196.

Our online meeting guidance can be found here: <https://www.felixstowe.gov.uk/wp-content/uploads/2020/05/Remote-Meeting-Guidelines.pdf>

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.

Ash Tadjrishi
Town Clerk
12th March 2021

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.
- 4. Confirmation of Minutes**
To confirm the minutes of the meeting held on 7 October 2020 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. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 April 2021 at 6pm.

It was **RESOLVED** that provisions for two new apprenticeship schemes to commence from April 2021 be included in the recommended staffing budget for 2021/22, with further consideration of the specification of the roles to be undertaken in early 2021.

270. STAFFING AND TRAINING BUDGET 2021/22

Members considered estimates for the Council’s 2021/22 staffing and training budget, with provisions for the two new apprenticeships above. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Salaries Budget:

Cost Centre	Budget 2021/22		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	212,898	20,895	43,823
Town Hall	27,977	1,861	980
Walton	3,265	293	196
Broadway House	5,526	496	332
Cemetery	116,781	10,964	16,326
Allotments	20,608	1,935	2,881
Sub-Totals	387,055	36,443	64,538
Total	488,036		

Training Budget:

	2021/22 (£)
Administration	3,000
Town Hall	500
Cemetery	1,000
Totals	4,500

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2021/22 as presented in the report.

271. CLOSURE

The meeting was closed at 6.45pm. The next meeting was noted as being scheduled for Wednesday 7 April 2021 at 6pm.