

**MINUTES of the PERSONNEL COMMITTEE meeting held at
FELIXSTOWE TOWN HALL on Wednesday 6 October 2021 at 6pm**

PRESENT: Cllr M Jepson (Chairman)
Cllr N Barber

Cllr S Harkin
Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

176. PUBLIC QUESTIONS

None.

177. APOLOGIES FOR ABSENCE

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

178. DECLARATIONS OF INTEREST

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

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

179. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 7th April 2021 be signed by the Chairman as a true record.

180. 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.

181. 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.

182. STAFFING ARRANGMENTS

Committee considered a report on staffing matters. The health issue of a staff member and their potential long-term sickness absence was noted.

RESOLVED that the report on staffing matters be noted.

183. STAFFING AND TRAINING BUDGET 2022/23

Members considered estimates for the Council's 2022/23 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Salaries Budget:

Cost Centre	Budget 2022/23		
	Salaries	Employer National Insurance	Employer Pension Contributions
Administration	214,535	22,975	43,703
Town Hall	20,765	1,531	955
Walton	4,153	306	191
Broadway House	7,028	518	323
Cemetery	139,510	14,211	17,720
Allotments	24,619	2,508	3,127
Sub-Totals	410,611	42,049	66,020
Total	518,680		

Training Budget:

	2022/23 (£)
Administration	1,500
Town Hall	500
Cemetery	1,500
Totals	3,500

It was RESOLVED that Council be recommended to approve the salaries and training budgets for the financial year 2022/23.

184. CLOSURE

The meeting was closed at 8.15pm. The next meeting was noted as being scheduled for Wednesday 7 April 2022 at 6pm.

Date: _____

Chairman: _____