

**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.

Date: _____

Chairman: _____