

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 2 October 2024 at 4.30pm**

PRESENT: Cllr D Rowe (Chairman)
Cllr C Franklin (Vice-Chairman) Cllr M Deacon
Cllr S Bennett Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

211. PUBLIC QUESTION TIME

None.

212. APOLOGIES FOR ABSENCE

None.

213. DECLARATIONS OF INTEREST

The following Other Registerable Interests, to which no matters on the agenda were directly related, were noted:

Member(s)	Minute No.	Nature of Interest
Cllr S Bennett Cllr M Deacon	All	Other registerable interests (as Members of East Suffolk Council)
Cllr S Bennett	All	Other registerable interests (as a Member of Suffolk County Council)

Members were advised that, should any matters arise in the meeting that directly relate to any of their interests, they should make appropriate declarations at that time.

214. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 19 July 2024 be confirmed as a true record.

215. 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.

216. TOWN CLERKS 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.

217. STAFFING MATTERS

Committee considered a confidential report on staffing matters.

RESOLVED that:

- i. **The report on Staffing Matters be noted; and,**
- ii. **Committee would consider a review of the wider appraisal process and objective setting for the Council's staffing team; the Town Clerk and Mayor would discuss this and bring a report to the next meeting.**

226. STAFFING AND TRAINING BUDGET 2025/26

Members considered estimates for the Council's 2025/26 staffing and training budget. Salary scale point changes were approved as presented and the budgets were recommended as follows:

Cost Centre	Budget 2025/26		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	260,712	27,188	52,142
Town Hall	28,252	2,266	5,650
Walton	5,650	453	1,130
Broadway House	9,562	767	1,912
Cemetery	129,147	12,548	25,829
Allotments	27,674	2,689	5,535
Parks	27,674	2,689	5,535
Total	481,819	48,600	97,735

Training budget

	Budget 2025/26 (£)
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 2025/26.

218. CLOSURE

The meeting was closed at 5.35pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 April 2025 at 4.30pm.

Date: _____

Chairman: _____