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9 am to 4 pm Mondays to Fridays



TOWN HALL  
FELIXSTOWE  
SUFFOLK  
IP11 2AG

## TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Rowe (Chairman)  
Cllr C Franklin (Vice Chairman)  
Cllr S Bennett

Cllr M Deacon  
Cllr M Sharman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 2 October 2024** at **4.30pm**.

### Public Attendance

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

*There is a limit to the number of public attending in-person. If you wish to attend in person, please email [townclerk@felixstowe.gov.uk](mailto:townclerk@felixstowe.gov.uk) to confirm capacity.*

**Public are very welcome join via Zoom using the following link:**

<https://us02web.zoom.us/j/82769486775>

Alternatively, you may join via the meeting ID 828 9251 3980 or over the telephone by calling 0131 460 1196.

*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.*



*The Council kindly asks that anyone planning to attend the meeting in-person to consider car-sharing or low-carbon modes of transport to the Town Hall.*

**Ash Tadjrishi**  
Town Clerk  
27 September 2024

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 three minutes 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 any requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**  
To confirm the minutes of the meeting held on 19 July 2024 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. Town Clerk's Appraisal**  
To carry out the Town Clerk's Annual Appraisal. **(Confidential Report)**
- 7. Staffing Arrangements**  
To consider a report on Council's staffing arrangements. **(Confidential Report)**
- 8. Staffing and Training Budget 2024/25**  
To consider the staffing and training budget for 2024/25 and make any necessary recommendations to Council. **(Confidential Report)**
- 9. Closure**  
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 2 April 2025 at 6pm.

## **AGENDA ITEM 4: CONFIRMATION OF MINUTES**

**MINUTES** of a **PERSONNEL COMMITTEE MEETING** held at **TOWN HALL, Felixstowe**, on **Friday 19 July 2024** at **12pm**

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

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

**121. PUBLIC QUESTION TIME**

None.

**122. APOLOGIES FOR ABSENCE**

Apologies were received from **Cllr M Deacon**.

**123. DECLARATIONS OF INTEREST**

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

<b>Member(s)</b>	<b>Minute No.</b>	<b>Nature of Interest</b>
Cllr S Bennett	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.

**124. CONFIRMATION OF MINUTES**

**It was RESOLVED that the Minutes of the Personnel Committee meeting held on 3 April 2024 be confirmed as a true record.**

**125. 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.**

## 126. **STAFFING MATTERS**

Committee considered a confidential report on staffing matters.

**RESOLVED that:**

- i. funding from the Staffing Earmarked Reserve be approved for personnel-related expenditures, as detailed in the confidential report provided to Members;**
- ii. a staff member be offered a one year fixed-term contract to August 2025, with a review prior to the end date;**
- iii. a new Grounds Maintenance Apprenticeship post be created and the vacancy advertised, subject to the confidential report;**
- iv. a staff member's request to return to full-time hours would be approved to take effect from 1 September 2024; and,**
- v. the Clerk be delegated the authority to take such actions as necessary to implement these resolutions.**

## 127. **CLOSURE**

The meeting was closed at 12.28pm. It was noted that the next meeting was scheduled to take place on Wednesday 2 October 2024 at 6pm.

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