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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 C Franklin (Chairman)

Cllr D Aitchison (Vice-Chairman)

Cllr M Deacon

Cllr D Rowe

Cllr M Sharman

You are hereby summoned to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **TOWN HALL, FELIXSTOWE**, on **Wednesday 1 April 2026 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 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 March 2026

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, other registerable or non-registerable interest.
- 4. Confirmation of Minutes**
To confirm the minutes of the meeting held on 1 October 2025 as a true record.
(Pages 3-5)
- 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. Town Clerk's Appraisal: Six Month Review**
To review progress against agreed objectives.
(Confidential Report)
- 8. Closure**
To close proceedings and confirm the date of the next meeting scheduled for Wednesday 7 October 2026 at 6pm.

AGENDA ITEM 4: CONFIRMATION OF MINUTES

**MINUTES of a PERSONNEL COMMITTEE MEETING held at TOWN HALL,
Felixstowe, on Wednesday 1 October 2025 at 4.30pm**

PRESENT: Cllr C Franklin (Chairman) Cllr D Rowe
 Cllr M Deacon Cllr M Sharman

OFFICERS: Mr A Tadjrishi (Town Clerk)

194. PUBLIC QUESTION TIME

None.

195. APOLOGIES FOR ABSENCE

Apologies for absence were received from **Cllr D Aitchison**.

196. 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 M Deacon	All	Other registerable interests (as a Member of East Suffolk 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.

197. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee meeting held on 2 April 2025 be confirmed as a true record.

198. DIGNITY AT WORK POLICY

Members considered the draft Dignity at Work Policy, which had been prepared based on the NALC model but revised to be more concise and practical for day-to-day use. Subsequent to Council endorsing NALC's Civility and Respect Pledge, the policy sets out the Council's approach to promoting civility, respect, and dignity in the workplace, provides guidance on reporting and resolving bullying or harassment, and applies to all staff, councillors, contractors, and others engaged by the Council.

It was RESOLVED that the draft Dignity at Work Policy be adopted as presented.

199. TRAINING STRATEGY

Members reviewed the Council's proposed training strategy for 2025/26, including mandatory training for staff and councillors, opportunities for professional development, and alignment with the Council's strategic objectives. Emphasis was placed on ensuring all training is cost-effective and targeted to identified skills gaps.

Subject to a minor amendment to clarify that the cost of Member training would be funded by the Town Council, and that the policy should be reviewed every three years rather than four, it was RESOLVED that the Training Strategy be adopted as presented.

200. 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.

201. TOWN CLERK'S APPRAISAL

The Annual Appraisal for the Town Clerk was carried out. Several objectives for the forthcoming year 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.

202. STAFFING ARRANGEMENTS

Committee considered a confidential report on staffing matters.

The potential impact of Local Government Reorganisation on Council services was noted, and it was agreed that a review of the Council's staffing structure and job roles would be beneficial to ensure resources remain aligned with future priorities. The Town Clerk was asked to make the necessary preparations for this review. It was agreed that the Clerk and the Grounds & Maintenance Manager should determine when to commence recruitment for an additional Grounds Maintenance Apprentice.

RESOLVED that the report on Staffing Matters be noted; and, the recruitment of a Grounds Maintenance Apprentice should commence at a time agreed between the Clerk and the Grounds & Maintenance Manager.

203. STAFFING AND TRAINING BUDGET 2026/27

Members considered estimates for the Council's 2026/27 staffing and training budget.

Salary scale point changes were approved as presented and the budgets were recommended as follows:

Cost Centre	Budget Estimates 2026/27		
	Salaries (£)	Employer National Insurance (£)	Employer Pension Contributions (£)
Administration	269,741	35,211	53,948
Town Hall	29,281	3,417	5,856
Walton	5,856	683	1,171
Broadway House	9,911	1,157	1,982
Cemetery	140,645	17,947	28,129
Allotments	30,138	3,846	6,028
Parks	30,138	3,846	6,028
Total	515,711	66,107	103,142

Training budget

	Budget 2026/27 (£)
Administration	1,500
Town Hall	500
Cemetery	2,000
Totals	4,000

It was **RESOLVED** that Council be recommended to approve the salaries and training budgets for the financial year 2026/27.

204. CLOSURE

The meeting was closed at 5.52pm. It was noted that the next meeting was scheduled to take place on Wednesday 1 April 2026 at 4.30pm.