



# Saxmundham Town Council

Minutes of the Resources Committee Extraordinary Meeting held on Friday 30<sup>th</sup> June 2023  
at 12:00 pm at the Town House, Station Approach, Station Road, Saxmundham

## Committee Members in Attendance:

Cllr. John Findlay (Chair)

Cllr. Di Eastman

Cllr. Jeremy Smith

Cllr. Elizabeth Clerk

Cllr. John Fisher

## Also Present:

Sharon Smith – RFO

### 79/23R Apologies for Absence.

Cllr. James Sandbach

### 80/23R Declarations of Interest

None declared.

### 81/23R Open Forum

No members of the public were present.

**82/23R It was unanimously RESOLVED to exclude the public under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted.**

### 83/23R Staffing Matters

- a) The Committee received a progress report on staffing matters from the Chair.
- b) **It was unanimously RESOLVED** to recommend to the Town Council to appoint Sharon Smith as Acting Town Clerk with effect from 10<sup>th</sup> July 2023 for an interim period to be reviewed within three months.
- c) **It was unanimously RESOLVED** to award the Acting Town Clerk an 'acting up allowance' to increase her salary rate to a salary rate equivalent to the current Town Clerk for the interim period.

The meeting closed at 12:30 pm

Sharon Smith - RFO

Signed \_\_\_\_\_ Date \_\_\_\_\_