



Saxmundham Town Council

Members of the Staffing Sub-Committee are summoned to attend a meeting on Friday 21st June 2024 at 12:30 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensation

3. Minutes

To resolve that the minutes of the meetings held on 27th February 2024, 17th May 2024, 24th May 2024 and 7th June 2024 are true and accurate records.

4. Recruitment

To receive an update on the recruitment of a Maintenance Officer.

5. Probation Periods

- a) To confirm the completion of the Community Officer's probation period on 1st April 2024.
- b) To confirm the completion of the Assistant Town Clerk's probation period on 23rd April 2024.

6. Appraisals

- a) To note the completion of the Deputy Town Clerk's interim appraisal on 8th April 2024.
- b) To note the completion of the Environment Coordinator's annual appraisals on 18th June 2024.

7. Training and Development

- a) To note the training records for the year 2023-2024.
- b) To note the training records for the year 2024-2025 to date.

8. Community Groups

- a) To consider staff attendance at the Arts Fest 2024 review meeting.
- b) To consider staff membership of community groups.

9. Next Meeting

To note the date and time of the next meeting which is scheduled for Tuesday 27th August 2024 at 12:30 pm.

Sharon Smith
Town Clerk
17th June 2024