



Saxmundham Town Council

Minutes of the meeting of the Staffing Sub-Committee held on Friday 17th May 2024
at the Town House, Station Approach, Saxmundham at 11:00 am.

Minutes

1/24SSC

Attendees

Cllr Elizabeth Clark (Chair)
Cllr John Fisher
Cllr John Findlay
Cllr James Sandbach

Apologies

None.

Also Present

Sharon Smith (Town Clerk) (part of the meeting)

2/24SSC

Declaration of Interests

None.

3/24SSC

Staffing Matters

The Chair welcomed Councillors and the Town Clerk to the meeting, which had been convened in accordance with the Council's Grievance Policy, to consider a grievance lodged by the Town Clerk against the actions of _____ and _____ with particular reference to _____

The Committee received and considered an initial written statement from the Town Clerk and discussed with her both the process for hearing the grievance and her initial submission.

It was RESOLVED:

That the Town Clerk be invited to submit a further statement, to be considered by the Committee at a meeting to be held on Friday 24th May 2024 at 2:00 pm at the Town House.

4/24SSC

Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Friday 24th May 2024 at 2:00 pm.

The meeting closed at 12 noon.

Minutes taken by Cllr John Findlay

Signed _____ Date _____