



Saxmundham Town Council

Members of the Staffing Sub-Committee are summoned to attend a meeting on Monday 3rd March 2025 at 1:00pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

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 interest, or non-registerable interest.

3. Minutes

To resolve that the minutes of the meeting held on 29th November 2024 are a true and accurate record.

4. Staff Reports

- a) To note the successful completion of the Deputy Town Clerk's annual appraisal on 12th February 2025.
- b) To receive the payroll summary reports for December 2024, January 2025 and February 2025.

5. Staff and Councillor Training and Development

- a) To receive an update on training records for the current financial year.
- b) To consider a training proposal for staff and Councillors from SALC with a variety of options and associated costs.
- c) To consider a request from the Deputy Town Clerk to undertake the Certificate in Local Council Administration qualification next financial year.
- d) To consider a request from the Maintenance Officer to undertake the RPII Play Equipment Inspector course and examination next financial year.

6. Staffing Requirement

- a) To consider recommending to the Town Council an increase in the Town Clerk's weekly hours by two, transitioning the role to a full-time position, from 1 April 2025.
- b) To note the submission of an application for funding from the ESC High Street, Events, Art, and Culture Fund, seeking support for 5 additional staffing hours per week to assist in delivering the Christmas Fayre.

7. Student Work Experience Placement

To note the Town Clerk's agreement to provide a work experience placement to a Suffolk One College student for the first two weeks of March 2025.

8. Staff Policies

To consider recommending approval of a new Celebration Leave Policy to the Town Council, applicable from 1 April 2025.

9. Staff Grievances

To receive a Grievance Report from the Town Clerk alleging a breach of the Civility and Respect Pledge.

10. Next Meeting

To note the date and time of the next meeting which is scheduled for Friday 30th May 2025 at 12:30 pm.

Sharon Smith
Town Clerk
25th February 2025