



# Saxmundham Town Council

Minutes of the meeting of the Staffing Sub-Committee held on Monday 3<sup>rd</sup> March 2025  
at the Town House, Station Approach, Saxmundham at 1:00 pm.

## Minutes

36/24SSC

### Attendees

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

### Apologies

Cllr David Humphreys

### Also Present

Sharon Smith (Town Clerk)

37/24SSC

### Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

38/24SSC

### Minutes

It was **unanimously resolved** that the minutes of the meeting held on 29<sup>th</sup> November 2024 are a true and accurate record.

39/24SSC

### Staff Reports

- a) The Committee noted the successful completion of the Deputy Town Clerk's annual appraisal on 12<sup>th</sup> February 2025.
- b) The Committee received the payroll summary reports for December 2024, January 2025 and February 2025. The Committee noted a small overtime payment to the Community Officer for additional hours worked on the Christmas Fayre.

40/24TC

### Staff and Councillor Training and Development

- a) The Committee received the updated training records for the current financial year. The Committee advised the Town Clerk to ascertain whether there is any liability risk for trained first aiders.
- b) The Committee considered a training proposal for staff and Councillors from SALC with a variety of options and associated costs. It was **unanimously resolved** to recommend to the Town Council to undertake options 1 and 2 early in the next financial year and to consider option 3 later.
- c) It was **unanimously resolved** to approve a request from the Deputy Town Clerk to undertake the Certificate in Local Council Administration qualification next financial year.
- d) It was **unanimously resolved** to approve a request from the Maintenance Officer to undertake the RPII Play Equipment Inspector course and examination next financial year.

41/24TC

### Staffing Requirement

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

a) It was **unanimously resolved** to increase the Town Clerk's weekly hours by two, transitioning the role to a full-time position, from 1 April 2025. The Committee noted that the increase had been included in the approved salary budget for 2025-2026.

b) The Committee noted 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.

**42/24TC Student Work Experience Placement**

The Committee noted 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.

**43/24TC Staff Policies**

It was **unanimously resolved** to recommend approval of a new Celebration Leave Policy to the Town Council, applicable from 1 April 2025.

**44/24TC Staff Grievances**

The Committee received a Grievance Report from the Town Clerk alleging a breach of the Civility and Respect Pledge. The Chair of the Town Council and the Chair of the Staffing Sub-Committee agreed to send a letter to the Councillor concerned.

**45/24SSC Next Meeting**

The Committee noted the date and time of the next meeting which is scheduled for Friday 30<sup>th</sup> May 2025 at 12:30 pm.

The meeting closed at 2:00 pm.

**Sharon Smith**  
**Town Clerk/RFO**

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