



# Saxmundham Town Council

Members of the Staffing Committee are summoned to attend a meeting on  
Friday 30<sup>th</sup> May 2025 at 1:00 pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Exclusion of the Public

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be transacted.

### 3. 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.

### 4. Minutes

To resolve that the minutes of the meeting held on 3<sup>rd</sup> March 2025 are a true and accurate record.

### 5. Reports

- a) To receive the payroll summary reports for March, April and May 2025.
- b) To receive a report from the Town Clerk regarding workplace pension contributions and consider the recommendations therein.
- c) To receive a report from the Town Clerk regarding Civility and Respect and consider the recommendations therein.
- d) To receive a report from the Town Clerk regarding staff wellbeing and consider the recommendations therein.

### 6. Training and Development

- a) To receive the updated training records for the current financial year.
- b) To consider dates for Councillor Basics training for all Councillors and staff.

### 7. Finance

To note the budget versus actual income and expenditure report.

### 8. Appraisals

- a) To receive an updated Appraisal Policy and Form and to consider recommending approval to the Town Council.
- b) To consider and agree an interim appraisal of the Town Clerk following the recent appointment of a new Committee Chair.

### 9. Next Meeting

To note the date and time of the next meeting which is scheduled for Friday 5<sup>th</sup> September 2025 at 1:00 pm.

**Sharon Smith**  
**Town Clerk**  
**26<sup>th</sup> May 2025**