



Saxmundham Town Council

Members of the Staffing Committee are summoned to attend a meeting on
Tuesday 2nd September 2025 at 12:30 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 30th May 2025 are a true and accurate record.

5. Staffing Matters

- a) To receive the payroll records for June, July and August 2025.
- b) To consider joining SALC's new Employment Corner.
- c) To receive the Local Government Services Pay Agreement applicable from 1 April 2025.
- d) To consider approval of £403 for the Town Clerk's annual principal membership subscription to SLCC.

6. Policies

To consider recommending to Town Council to approve the following:

- a) a new Annual Leave Policy
- b) a new Absence Policy
- c) a new Capability Procedure

7. Staffing Review

To consider a report and recommendations from the Town Clerk.

8. Next Meeting

To note the date and time of the next meeting which is scheduled for Friday 28th November 2025 at 1:00 pm.

Sharon Smith
Town Clerk
8th August 2025