



Saxmundham Town Council

Minutes of the meeting of the Staffing Sub-Committee held on Friday 21st June 2024
at the Town House, Station Approach, Saxmundham at 12:30 pm.

Minutes

12/24SSC

Attendees

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

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk)

13/24SSC

Declaration of Interests

None.

11/24SSC

Minutes

It was **unanimously resolved** that the minutes of the meetings held on 27th February 2024, 17th May 2024, 24th May 2024 and 7th June 2024 are true and accurate records.

12/24SSC

Recruitment

The Town Clerk updated the Committee about the recruitment of a Maintenance Officer. Of forty-four applicants, five were shortlisted for interview. Three declined to attend, one has been interviewed, and one is scheduled for interview. The Town Clerk indicated that there may be one or two candidates to further consider. It was agreed to discuss this with the Chair.

13/24SSC

Probation Periods

- a) The Committee confirmed the completion of the Community Officer's probation period on 1st April 2024.
- b) The Committee confirmed the completion of the Assistant Town Clerk's probation period on 23rd April 2024.

14/24SSC

Appraisals

- a) The Committee noted the completion of the Deputy Town Clerk's interim appraisal on 8th April 2024.
- b) The Committee noted the Environment Coordinator's annual appraisal was deferred until 2nd July 2024.

15/24SSC

Training and Development

- a) The Committee noted the training records for the year 2023-2024.
- b) The Committee noted the training records for the year 2024-2025 to date.

Signed _____ Date _____

16/24SSC

Community Groups

- a) The Town Clerk informed the Committee that the staff had compiled a Post-Event Analysis of the Arts Fest 2024 for presentation at the scheduled review meeting with the Art Station. Following a discussion, it was **unanimously resolved** to advise the Town Clerk to call an extraordinary meeting of the Events and Communications Committee to consider and approve the Post-Event Analysis prior its presentation. It was **further resolved** that the approved Post-Event Analysis could be submitted in written form and that the staff were not required to attend the review meeting.

- b) It was **unanimously resolved** to instruct the staff to decline invitations to join the membership of community steering groups due to the prudent use of resources and the avoidance of potential conflicts of interest.

17/24SSC

Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Tuesday 27th August 2024 at 12:30 pm.

The meeting closed at 1:20 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____