



# Saxmundham Town Council

Members of the Staffing Sub-Committee are summoned to attend a meeting on Friday 13<sup>th</sup> September 2024 at 1:30 pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensation

### 3. Minutes

To resolve that the minutes of the meeting held on 21<sup>st</sup> June 2024 are a true and accurate record.

### 4. Staff Payroll and Budget

- a) To note an overpayment to the former Caretaker due to an administrative error.
- b) To receive the payroll summary report for the financial year to date.
- c) To note the Town Clerk's record of the staff responsibilities, and the estimate of percentage time spent on the Town Council and the Charitable Trusts, to inform any consideration of apportioning the staffing budget.
- d) To receive an update about the local government pay claim 2024-2025.

### 5. Staff Appraisals

- a) To note the completion of the Environment Coordinator's annual appraisal on 23<sup>rd</sup> July 2024.
- b) To note the Community Officer's annual appraisal is scheduled for 3<sup>rd</sup> October 2024.
- c) To note the Maintenance Officer's probation assessment is scheduled for 2<sup>nd</sup> October 2024.
- d) To note the Town Clerk's annual appraisal is scheduled for 10<sup>th</sup> October 2024.
- e) To note the Assistant Town Clerk's annual appraisal is scheduled for 24<sup>th</sup> October 2024.

### 6. Staff Personal Development

- a) To note the up-to-date training records for the financial year to date.
- b) To consider a request from the Town Clerk to undertake the SLCC Principles of Internal Audit Local Councils qualification costing £120 for registration.

### 7. Volunteer Thank You

To approve expenditure from the Chair's Allowance for afternoon tea at the Bell Hotel as a thank you to the Green Team volunteers on 10<sup>th</sup> December 2024, to be attended by the Chair, Town Clerk and Environment Coordinator.

## **8. Code of Conduct**

To note the submission of a second Code of Conduct complaint to ESC's Monitoring Officer made by the Town Clerk.

## **9. Next Meeting**

To note the date and time of the next meeting which is scheduled for Tuesday 26<sup>th</sup> November 2024 at 12:30 pm.

**Sharon Smith**  
**Town Clerk**  
**10<sup>th</sup> September 2024**