



Saxmundham Town Council

Minutes of the meeting of the Staffing Sub-Committee held on Friday 13th September 2024
at the Town House, Station Approach, Saxmundham at 1:30 pm.

Minutes

18/24SSC

Attendees

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

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk)

19/24SSC

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.

20/24SSC

Minutes

It was **unanimously resolved** that the minutes of the meeting held on 21st June 2024 are a true and accurate record.

21/24SSC

Staff Payroll and Budget

- a) The Committee noted an overpayment to the former Caretaker due to an administrative error. It was **unanimously resolved** not to pursue reimbursement of the overpayment which represents less than 1% of the overall staffing budget. The Town Clerk was instructed to create a checklist to prevent recurrence of this error.
- b) The Committee received the payroll summary report for the financial year to date.
- c) The Committee reviewed the Town Clerk's record of 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. It was **unanimously resolved** to propose to the Town Council that staffing costs are apportioned to the Charitable Trusts next financial year.
- d) The Committee received an update about the local government pay claim 2024-2025. The Committee noted that the current proposed pay increase is less than the Town Council's budgeted increase of 5% but that it is subject to further union negotiation. In response to a question from the Town Clerk, the Committee advised that the staff were not on automatic progression but on a spot salary basis. Any incremental increases would be considered by the Committee based on the performance and/or the attainment of qualifications following the presentation of a report by the Town Clerk.

22/24SSC

Staff Appraisals

The Committee noted the following:

- a) The completion of the Environment Coordinator's annual appraisal on 23rd July 2024.

Signed _____ Date _____

- b) That the Community Officer's annual appraisal is scheduled for 3rd October 2024.
- c) That the Maintenance Officer's probation assessment is scheduled for 2nd October 2024.
- d) That the Town Clerk's annual appraisal is scheduled for 10th October 2024.
- e) That the Assistant Town Clerk's annual appraisal is scheduled for 24th October 2024.

23/24SSC Staff Personal Development

- a) The Committee noted the up-to-date training records for the financial year to date.
- b) It was **unanimously resolved** to approve a request from the Town Clerk to undertake the SLCC Principles of Internal Audit Local Councils qualification costing £120 for registration.

24/24SSC Volunteer Thank You

In recognition of the contribution of the Green Team and Blue Spaces Team volunteers who undertake hours of unpaid work to improve the town's environment for the benefit of residents, it was **unanimously resolved** to approve expenditure from the Chair's Allowance for tea/coffee and cake at the Bell Hotel as a thank you on 10th December 2024, to be attended by the Chair, Town Clerk and Environment Coordinator.

25/24SSC Code of Conduct

The Committee noted the submission of a second Code of Conduct complaint to ESC's Monitoring Officer made by the Town Clerk.

26/24SSC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Friday 29th November at 12:30 pm.

The meeting closed at 2:30 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____