

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
Framlingham
Suffolk IP13 9BH**

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:
www.framlingham.com



TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CILCA AICCM PSLCC DPS
townclerk@framlingham.com

DEPUTY TOWN CLERK

James Overbury
CILCA BA (HONS)
dtc@framlingham.com

MEMBERS OF THE HR SUB-COMMITTEE:
Cllr J Culemann, Cllr P Dean and Cllr J Jones

You are hereby summoned to attend a Meeting of the:

HR Sub-Committee

To be held on:

Thursday 10th March 2022 at 2pm

The Town Council Meeting Room – 10c Church Street

For the transaction of the business on this Agenda.

Public Attendance:

Members of the public and press are excluded by virtue of the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential nature of the business to be transacted disclosure of which would breach the obligations of the Town Council under the Data Protection Act 1998 or be confidential

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

AGENDA
Framlingham Town Council
HR Sub-Committee
to be held on
Thursday 10th March 2022 at 2pm

All documents relevant to the meeting have been circulated to Councillors

1.To Elect a Sub-Committee Chair:

2. Apologies:

To receive and accept apologies for absence

3. Present:

4. In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

5. Declarations of interest:

6. Minutes of the previous meeting:

To approve the minutes of the previous meeting held on Thursday 27th January as an accurate record

7. Staff and Office Management:

8. Annual Review of Staff Salaries and Job Descriptions:

9. Support to Staff:

Microphones and PA system for better hearing at meetings for staff, Councillors, and those attending in person and via zoom.

10. Correspondence:

11. Matters of Report or items for the next Agenda:

12. Date of next meeting: