

# Framlingham Town Council

TOWN COUNCIL CHAIR  
**Cllr Clive Eastwood**

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## MEMBERS OF THE HR SUB-COMMITTEE:

**Cllr M Benbow, Cllr J Culemann, Cllr P Dean (Chair) and Cllr J Jones**

You are hereby summoned to attend a Meeting of the:

### **HR Sub-Committee**

To be held on:

**Monday 26<sup>th</sup> September 2022 at 11 am**

**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**  
**Monday 26<sup>th</sup> September 2022 at 11 am**

**All documents relevant to the meeting have been circulated to Councillors**

**1. Apologies:**

To receive and accept apologies for absence

**2. Present:**

**3. In attendance:**

Mrs Eileen A Coe (Town Clerk/RFO)

**4. Declarations of interest:**

**5. Minutes of the previous meeting:**

To approve the minutes of the previous meeting held on 1<sup>st</sup> August as an accurate record

**6. Support to Staff:**

**7. Annual Review of Risk Assessments:**

Town Council Office and Meeting Room- Cllr Jones

Lone Working – Cllr Dean

**8. Succession Planning:**

**9. Correspondence:**

**10. Matters of Report or items for the next Agenda:**

Appraisals

**11. Date of next meeting:**