

# Framlingham Town Council

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**17<sup>th</sup> August 2023**

## **MEMBERS OF THE HR Sub Committee:**

Cllrs Culemann, Dean, Benbow, and Wraight

You are hereby summoned to attend a **Meeting** of the HRSub Committee to be held at 10:30am on Thursday 24<sup>th</sup> August in the Town Council Meeting Rooms. for the transaction of the business on this Agenda.

Yours Faithfully,

James Overbury  
Town Clerk.

A resolution to exclude the press and public will be passed by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1 (2) for this meeting because of the confidential nature of the business to be transacted  
Members of the Public and press will not be permitted to this meeting.

- 1. Apologies:**
- 2. Present:**
- 3. In attendance:**
- 4. Minutes of previous meeting**
- 5. Clerk's Report**
  - Office equipment needs (another keyboard)
  - Other office issues
- 6. RFO Long Term Plans**
- 7. Complaints Policy and procedure - revision**

Update from Cllrs Culemann and Dean.

- 8. Staff Appraisals**
- 9. Correspondence**
- 10. Workplace assessments**
- 11. Revision of Terms of Reference HRSub Committee**
- 12. Items for next meeting.**
- 13. Date of next meeting.**