

**Minutes of the  
Framlingham Town Council  
HR Sub Committee**

23<sup>rd</sup> January 2023

**1. Apologies:**

Apologies were received and accepted from Cllr Benbow (work commitments)

**2. Present: Cllrs Dean (Chair), Eastwood and Culemann.**

**3.** In attendance: James Overbury Town Clerk

**3.1** Minutes of the previous meeting:

**HRSUB-2023-01-23 1 Cllr Dean proposed** that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Culemann with all in favour.

**3.2HRSUB-2023-01-23 2 Cllr Dean proposed to pass** 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, which was seconded by Cllr Eastwood with all in favour.

**4. New Staff**

**4.1 Pension for DTC**

It was agreed the DTC could join the FTC pension scheme from the start of their contract. It was agreed that the DTC would be paid for any hours above the starting week of 15 hours up to the contracted 25 hours.

**4.2 Induction progress**

The Town Clerk reported on the induction process and reported that the new staff were settling in well.

**5. Town Clerk Report**

It was agreed that the Town Clerk receive copies of the recent correspondence to and from a resident.

It was agreed to place the 'Civility and respect pledge' onto the FHR committee agenda.

The Town Clerk and/or the RFO would take part in a training programme on year end run by Scribe accounting.

**6. Matters of report**

It was agreed to seek a further Councillor to sit on this committee.

**7. Items for next meeting**

Report on courses available to the RFO/Clerk regarding finance.  
Holiday calendar, uptake and issues relating the meeting because Clerk cancelling a recent holiday to support the retiring Clerk.

Support to staff  
Support to Councillors

**8. Date of next meeting.**

09:30 Monday 27<sup>th</sup> February 2023

The meeting concluded at 10:58am