

**Minutes of the  
Framlingham Town Council  
HR Sub Committee held at  
10:30 Monday 24<sup>th</sup> July 2023 in the Town Council meeting room.**

**HRSUB-2023-07-24 1 Cllr Dean proposed** that a resolution to exclude the press and public 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. This was seconded by Cllr Culemann with all in Favour.

**1. Apologies:**

None.

**2. Present:**

Cllrs Dean (Chair), Eastwood, Culemann and Benbow.

**3. In attendance:**

J Overbury Town Clerk.

**4. Minutes of previous meeting**

**HR Sub-2023-07-24 2 Cllr Dean** proposed that the minutes of the previous meeting be accepted as a true and accurate record. This was seconded by Cllr Culemann and with two abstentions due to absence, all were in favour.

At this point in the meeting Cllr Dean proposed that the agenda order be changed. This was agreed. The minutes would appear in agenda order and not in the order they were taken.

Cllr Dean also referred to the terms of reference of the committee and as a result of a discussion it was agreed that Cllr Eastwood would leave the meeting for agenda item 6.

It was agreed to consult SALC on this issue and for their advice to be fed back to the next meeting of this meeting under an agenda item looking at the terms of reference for the HrSub committee.

**5. Clerk's Report:**

**5.1 Feedback from FHR Committee**

The Clerk reported that all issues relating to this meeting were covered by this agenda.

**5.2 Work place assessments**

Cllr Benbow was due to conduct this during the week.

**Cllr Eastwood left the meeting.**

**6 Complaint from a Resident**

Cllr Dean produced a bundle of documents relating to the item, not all of which had been circulated in advance.

There was a discussion about a recent email from the complainant as it was not clear if this was in relation to the complaint before the committee or were further complaints. It was agreed that the committee would consider the original complaint at this meeting and ask the complainant if their email represented further complaints.

At this point the Clerk left the meeting. The Committee discussed the issue in his absence.

When the Clerk returned to the meeting Cllr Benbow read out a statement which was proposed to be sent to the complainant.

**HRSUB 2023-07-24 3 Cllr Dean proposed** that the statement read by Cllr Benbow be agreed and sent to the complainant. This was seconded by Cllr Culemann with all in favour.

The statement, which forms the official response by the town council to the complaint is attached to these minutes.

## **7 Complaints Policy and procedure**

Cllr Culemann had circulated a paper the night before the meeting and it was agreed to defer it to the next meeting.

## **8 Staff Appraisals**

The dates of the staff appraisals were noted and the date set for the Clerk's appraisal.

## **9 RFO Long Term Plans**

These were discussed and it was agreed that a decision would be taken after the RFO's appraisal whether an emergency meeting of the HRSUB be convened as a result.

## **10 Items for next meeting**

- Revision of Terms of Reference HRSUB Committee
- Revision of Complaints policy
- Long term plans for RFO

## **11. Date of next meeting.**

**10:30 Thursday 24<sup>th</sup> August.**