

**Minutes of the Framlingham Town Council HR Sub-Committee.
held on Thursday 28th March at 2.00pm**

All documents relevant to the meeting have been circulated to Councillors

1. Apologies:

None

2. Present:

Cllr Culemann, Cllr Dean (Chair) and Cllr Jones

3. In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

5128322 Cllr Dean proposed that the minutes of the previous meeting held on 10th March be approved as an accurate record, which was seconded by Cllr Jones with all in favour.

Cllr Dean signed the Minutes.

6. Staff and Office Management:

The purchase of an annual subscription for Adobe software at approximately £21 per year for the Office Assistant and Deputy Town Clerk, from Budget 1127 was agreed.

The purchase of a portable heater at a cost of £25 for the Meeting Room, from Budget 1126 was agreed

7. Support to Staff:

A Microphone system for better hearing was still being investigated.

8. Succession Planning:

There was some discussion relating to succession planning and staff training over the next two years.

There would be further discussion at the next meeting and recommendations put forward to FHR in May.

9. Correspondence:

None.

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

None.

11. Date of next meeting: Monday 25th April at 3pm

Meeting closed at 3pm