

Personnel and Administrative Sub-Committee Meeting held at 9.15pm on Monday 2 October 2023 in the Skoulding Suite.

Present: Chairman K French
 J French
 G Christy

 Town Clerk S Lemmon

The Committee discussed the hours currently worked by the Town Clerk.

It was agreed that she worked well in excess of her contracted 30 hours per week and this was necessary to meet the exacting demands of the growing role.

As such, it was agreed that the Town Clerk’s hours be increased to 37.5 hours/week with immediate effect and that this provided a better reflection of the requirements of the post.

It was agreed that the Mayor, Councillor Kim French, would request all Councillors to support this decision at the Main Council Meeting of 6 November 2023.

There being no further business, the meeting closed at 9:30pm.

Councillor K French..... 6 November 2023
Mayor of March.