

**Personnel and Administrative Sub-Committee Meeting held at 7.15am on Monday 8<sup>th</sup> August 2022 in the Town Council Office**

Present:           Chairman                   K French  
  J French  
  R Skoulding

                          Town Clerk                   C Lemmon

The Committee discussed the hours currently worked by the Town Clerk. It was agreed that for many years he had worked well in excess of the 28 hours per week contracted. Since he had private income, he had always requested that payment over and above these hours should not be made.

However, since he was retiring at the end of September 2022, it was agreed that the hours of the Town Clerk Elect should be increased to 30 hours per week with effect from 1<sup>st</sup> October 2022. It was agreed 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 5<sup>th</sup> September 2022.

There being no further business, the meeting closed at 7.30am.

Councillor K French..... 5<sup>th</sup> September 2022.  
Mayor of March.