Members of the Personnel Sub-Committee are hereby summoned to attend a Meeting at 19:00 on Thursday 3rd July 2025 in Room 16, Rendlesham Community Centre, Walnut Tree Avenue, Rendlesham Suffolk IP12 2GG for the purpose of transacting the following business set out on the agenda

**THIS MEETING IS OPEN TO THE PUBLIC & MAY BE RECORDED**

**AGENDA**

1. **To receive and approve apologies for absence**
2. **Public Forum**There will be 15 minutes available for this session where members of the public may address the Council, including items for discussion on the agenda. A maximum of 3 minutes per speaker will be permitted
3. **Declarations of Interest**

To note the nature and type of declarations of interest in accordance with the Council’s Code of Conduct (and section 106 of the Local Government Finance Act 1992) relating to items on this agenda.

1. **AGAR Update**To receive a brief update on the work carried out by the Clerk and Assistant to the Clerk in completing the Annual Governance and Accountability Return (AGAR).
2. **Events Update**

To receive a short update on the Rendlesham Show and the plans for the events calendar over the next 12 months, taking into account staff leave.

1. **Exclusion of the Public and Press**To RESOLVE that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press shall be excluded due to the confidential nature of the items to be discussed
2. **Assistant to the Clerk**To consider a proposal from the Clerk regarding amendments to the contract of the Assistant to the Clerk, specifically relating to pay scale alignment.
3. **Clerk Capacity**To review the current workload of the Clerk and consider any contractual or structural adjustments to support capacity and long-term sustainability.