

PERSONNEL COMMITTEE MEETING

Tuesday 24th January 2006 at 7.00 p.m.
In the Studio, Town Hall Arts Centre, High Street



**Haverhill
Town Council**
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Present: Town Councillors: Les Ager, Tim Marks and Lesley Samples

By invitation: Town Councillors: Gary Crane (except items 1-4), Mrs Mary Martin, Ed Morton and Ted Trebble

Also present: Five members of the public

MINUTES

1. **Apologies for Absence**
In the absence of the Chair Cllr Marks was elected Chair for the meeting.
2. **Apologies for Absence**
Apologies for absence had been received from Cllr Thomas.
3. **Declaration of Interests**
Cllr Marks declared an interest as a member of Suffolk County Council, and Cllr Mrs Mary Martin as a member of St Edmundsbury Borough Council.
4. **Minutes of Previous Meetings**
The minutes of the meeting held 1st September 2005 were agreed as a true record.
5. **Personnel Committee Budget 2006/7**
The Committee agreed the draft budget for 2006/7 (attached).
6. **Marketing Officer & Technical Assistant Vacancies**
The Town Clerk announced that the Marketing Manager position had been filled by Margaret Levin, who was currently marketing for Aldeburgh Productions and who would join the Town Council after the Aldeburgh Festival. The Assistant to the Technical Officer position was currently being advertised and it was expected an appointment would be made in February.
7. **Closure**
The meeting was closed at 7.12 p.m.

Agreed Budget 2006/7

2006/7 Budget

Annual Total

Expenditure Detail

4000 Salaries	£ 233,431
4001 Employer National Insurance	£ 14,808
4002 Employer Pension	£ 28,225
First Aid Allowance	£ 1,200
Hartseats Rebate	£ 5,936
Long-Term Absentee Allowance	£ 27,647
Payroll Processing	£ 1,170
Salaries Sub-Total	£ 312,417
4006 Training	£ 5,790
4007 Recruitment	£ 300
4009 Clothing/Safety Equipment	£ 693
4010 Travel & Subsistence	£ 2,238
4011 Hospitality	£ 50
Total Expenditure	£ 321,488