



BECCLES
TOWN COUNCIL

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Minutes of the meeting of Personnel Committee at 5.30pm on Wednesday 25th March 2026 in Committee Room at Town Hall

Present: Joseph Athorn (Chair), Barry Darch, Jeff Harris, Alan Hopley, Richard Stubbings, Christine Wheeler

In Attendance: Paul Cunningham, Town Clerk; Candi Turner, Deputy Town Clerk

Apologies: Gillian Birrell, Stephanie Bubb

Members of public: No members of the public.

1 - To receive apologies for absence

Received from Gillian Birrell and Stevie Bubb.

What?	By Whom?	By When?
There are no actions for this item.		

2 - To receive Declarations of Interest or any requests for the granting of dispensations in relation to any Disclosable Pecuniary Interests in items on the agenda

There were none.

What?	By Whom?	By When?
There are no actions for this item.		

3 - To approve the minutes of the committee meeting held on Wednesday 28th January 2026

Motion to approve minutes: Cllr Stubbings.

Seconded by Cllr Darch.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the minutes of the Personnel

Committee meeting held on Wednesday 28th January 2026.

What?	By Whom?	By When?
There are no actions for this item.		

4 - To consider a draft revised safeguarding policy

Councillors discussed the draft policy.

Cllr Darch suggested four changes:

add the word 'both' between words safe and adults in second line of Introduction on page 1;

delete all text except first sentence in Scope on page 1 and add a second sentence 'We publish our policy on our website to ensure that it is available for anyone to read';

Sub-section j) on page 4: remove the words 'have unsupervised' and replace with the words 'whose role involves substantial';

Responding if BTC receives an allegation section, Page 8, sub-section c): add the words 'and sign and date this record' at the end of the sentence.

Cllr Stubbings proposed that the draft policy be recommended to full council for approval, subject to the inclusion of the four amendments above.

Seconded by Cllr Athorn.

Councillors voted in favour and it was therefore

RECOMMENDED TO FULL COUNCIL To approve the draft Safeguarding Policy, subject to the inclusion of the four amendments above.

Councillors discussed the need for staff to have an Enhanced DBS check. They noted that this should depend on the member of staff's role and they asked that Deputy Town Clerk obtain an Enhanced Check.

They also asked Town Clerk to investigate a form for recording a safeguarding concern.

What?	By Whom?	By When?
There are no actions for this item.		

5 - To consider safeguarding training for staff and councillors

Councillors discussed the report from Town Clerk. They asked Clerk to send the link to the safeguarding video to Cllr Darch for him to assess its suitability as a training tool for staff and councillors.

Councillors asked Town Clerk to agree a suitable safeguarding training for himself and Deputy Town Clerk, potentially with Community Action Suffolk.

What?	By Whom?	By When?
There are no actions for this item.		

6 - To consider confidential items

RESOLVED That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the remaining matters.

What?	By Whom?	By When?
There are no actions for this item.		

7 - To approve the confidential minutes of the committee meeting held on Wednesday 28th January 2026

Motion to approve confidential minutes: Cllr Stubbings.

Seconded by Cllr Hopley.

Councillors voted in favour and it was therefore

RESOLVED To accept for accuracy and adoption the confidential minutes of the Personnel Committee meeting held on Wednesday 28th January 2026.

What?	By Whom?	By When?
There are no actions for this item.		

8 - To receive a verbal report from Mayor and Chair of committee on the Town Clerk's appraisal

(Town Clerk and Deputy Town Clerk left the meeting for this item).

Cllr Darch explained how he and Cllr Athorn as mayor and chair of the Personnel Committee had conducted the Town Clerk's appraisal in line with the Appraisal Policy. He reported on the extent to which the Town Clerk had reached the targets set for 2025-6 and then shared the targets which had been agreed with the Town Clerk for 2026-7.

What?	By Whom?	By When?
There are no actions for this item.		

9 - To consider staffing items

Councillors noted that Michael Graveling had decided to retire as Town Cleaner on 31st March.

Councillors asked Town Clerk to come to the next meeting with a review of the job description for the Town Cleaner role and a number of alternative titles for the role.

What?	By Whom?	By When?
There are no actions for this item.		