

To Members of the Staffing Committee

Cllr. Sue Bale
Cllr. Eamonn O’Nolan
Cllr. Robin Sanders

Cllr. Ellie Beck
Cllr. Nigel Phipps
Cllr. Catherine Walsh

Cllr. Geoff Holdcroft
Cllr. Tom Rogerson
Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Staffing Committee** to be held at the **Shire Hall on Monday 16th March at 5.30pm.**



Greg Diaper
Town Clerk
11th March 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to fifteen minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

- 1. Apologies.**
- 2. Declarations of Member Interests.**
To receive any declarations of interest in respect of items on this agenda.
- 3. Requests for dispensations.**

To consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

4. Public question time.

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum – three minutes per person.

5. To agree and approve the minutes of the [meeting](#) held 12th November 2025.

6. To note the resignation of the Council's Wedding Officer.

7. To consider a request from the Council's Officers to carry forward leave into the next leave year.

8. To note the contribution rates payable by the Council to the Local Government Pension Scheme.

9. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

10. To consider the job specifications and advertising particulars for the Admin. and Financial Support Officer position.

11. To note the completion of the yearly appraisals of the Council's Administrative Officer, Deputy Town Clerk, Estates Officer, Finance Officer and Maintenance Officer.

12. To receive a report from the Chair following the completion of the Town Clerk's appraisal.

13. Closure.

Item 6

To note the resignation of the Council's Wedding Officer.

Uploaded to SharePoint is an email from Katie Lee confirming her resignation from the role of Wedding Officer to Woodbridge Town Council.

Katie has been in the role since 2018, and Officers said goodbye to her at the Christmas meal in late 2025. Katie has been provided with her P45, and a final P60 will be issued shortly.

The departure of Katie, who was employed via a zero-hour contract (copy uploaded to SharePoint), means that aside from Lorienn the Council now lacks trained cover for weddings (The Town Clerk has officiated in an emergency) – it is a requirement of the Council's wedding license that an appointed person from the venue is present for the ceremony.

The timing is reasonable – there are no weddings scheduled at the Shire Hall until July, so there is time to advertise and appoint new persons to the role during the intervening months.

Members are asked to note the resignation of Katie Lee and agree that the Town Clerk and Admin. Officer prepare advertising particulars for approval at the April meeting of the Council.

Item 7

To consider a request from the Council's Officers to carry forward leave into the next leave year.

In line with section 13.5 of the employment contract of the Council's Finance Assistant (Karen Hall) and 11.5 for the Estates Officer (Liam Garrard), Officers may carry forward annual leave into the next leave year with permission of the Council.

13.5 - Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

11.5 - We may, at our discretion allow you to carry forward five days untaken holiday into the following leave year provided it is taken by the end of the following leave year.

The following requests to carry forward leave have been made:

Finance Assistant – 1.5 days.

Estates Officer – 5 days.

Members are recommended to agree that Officers can carry forward the requested leave into the next leave year.

Item 8

To note the contribution rates payable by the Council to the Local Government Pension Scheme.

Uploaded to SharePoint is the 2025 Actuarial Valuation of the Suffolk Pension Fund. The Council is a member of Local Government Pension Scheme (Suffolk), and hence the contribution rates to the fund paid by the Council (the employer) and Officers are set further these triennial valuations.

The contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are set out in the following table (alongside the current rate in payment).

Employer contribution rates for year ending	Primary rate	Secondary contributions*		Total contributions*	
	% of pay	% of pay	£	% of pay	£
31 March 2026	19.9%	0.1%	-	20.0%	-
31 March 2027	23.1%	(6.1%)	-	17.0%	-
31 March 2028	23.1%	(6.1%)	-	17.0%	-
31 March 2029	23.1%	(6.1%)	-	17.0%	-

The Council's Staffing budget, agree before the publication of this document, forecast employer contributions at 20%, providing a total of £59,339. A reduction to 17% reduces that figures £50,606, a 'saving' of £8,733.

Members are asked to note the contribution rates payable by the Council to the Local Government Pension Scheme.