

To Members of the Staffing Committee

Cllr. Sue Bale

Cllr. Eamonn O’Nolan

Cllr. Simon Sadler

Cllr. Ellie Beck

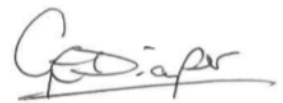
Cllr. Nigel Phipps

Cllr. Catherine Walsh

Cllr. Geoff Holdcroft

Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Staffing Committee** to be held at the **Shire Hall** on **Wednesday 7th October at 3.30pm.**



Greg Diaper

Town Clerk

2nd October 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 16th September 2026.

6. To consider the options available to the Council for provision an allowance to elected Members.

7. 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.

8. To receive a recommendation from the interview panel in relation to the appointment to the Strategic Change Management position.

9. To consider a request from Town Council in relation to overtime/ emergency cover should the Council need to use its Emergency Plan.

10. To consider the feedback received from the Council's former Assistant Gardener.

11. To note the resignation of the Council's Deputy Town Clerk and consider a request for her early release from her contractual obligations of notice.

12. To consider the staffing budget/ structure in order to assist the Finance Committee with budget preparation, including a proposed increase in hours for the Admin. Assistant, the Finance Committees position on a second assistant gardener, and the potential employment of a street sweeper/ litter collector.

13. Closure.

Item 6

To consider the options available to the Council for provision an allowance to elected Members.

The [Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#) govern the statutory framework for paying allowances to elected and co-opted members of local authorities and parish councils in England.

Under Part 2 of the Regulations, local authorities must establish an allowances scheme that provides for:

- Basic Allowance: A standard amount paid equally to all elected members of the authority.
<https://www.legislation.gov.uk/uksi/2003/1021/regulation/4>
- Special Responsibility Allowance (SRA): Optional payments for members who hold significant extra duties or executive positions.

<https://www.legislation.gov.uk/uksi/2003/1021/regulation/5>

- Dependants' Carers' Allowance: Reimbursement for care costs incurred while performing official council duties.

<https://www.legislation.gov.uk/uksi/2003/1021/regulation/7>

- Travelling and Subsistence Allowance: Payments to cover travel and accommodation expenses for approved duties.

<https://www.legislation.gov.uk/uksi/2003/1021/regulation/8>

- Co-optees' Allowance: Allowances for non-elected, co-opted members serving on committees or sub-committees.

<https://www.legislation.gov.uk/uksi/2003/1021/regulation/9>

If the Council wishes to establish an allowance scheme, it must consult an Independent Remuneration Panel (IRP) and are legally required to have regard to the panel's recommendations.

East Suffolk Council convened a Town and Parish Council panel in early 2025, and their report is still available via their [website](#):

The recommendation on page 3 provides:

6. Recommendations Basic Allowance

The Local Authorities (Members' Allowances) (England) Regulations 2003 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by East Suffolk Council to District Council Members.

The Panel therefore recommends that those parishes who feel that a Basic Allowance would be appropriate should be able to pay an amount up to 5% of the Basic Allowance for East Suffolk Councillors on a sliding scale dependent on the numbers of electors in the parish as set out in the table at 6.1 below.

Number of electors in parish	Recommended % of the East Suffolk Council Basic Allowance (£9379)	Recommended Parish allowance a year for Councillors who are not Chair	Recommended allowance for the Chair – an additional 1% of basic district allowance
1 to 5,000	1%	£93.79	£187.58 (2%)
5,001 to 10,000	2%	£187.58	£281.37 (3%)
10,001 to 20,000	3%	£281.37	£375.16 (4%)
20,001 to 30,000	4%	£375.16	£468.95 (5%)
Over 30,000	5%	£468.95	£562.74 (6%)

With less than 10,000 electors in the parish, an allowance equivalent to 2% of the ESC Basic Allowance could be provided to members.

The Council would be required to must maintain detailed inspection records of all payments made under the scheme. They are also required to publish the total yearly amounts paid to each recipient across every allowance category annually. East Suffolk Council publish such a [list](#):

The above is for background – this item is provided for consideration by the Committee further to communication between the Town Mayor, Town Clerk and Chair of the Staffing Committee in relation to the potential payment/ offering of an allowance to Councillors under 50 as a means to attract 'new blood' into the organisation. Whilst subsequent discussion and research have identified that such a specific type of allowance is likely not permissible through the Local Authorities (Members' Allowances) (England) Regulations 2003, the ever-increasing workload of the Councillors at WTC provides that the consideration of allowance should be undertaken.

Members are asked to consider the options available to the Council for provision an allowance to elected Members.