



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

19 May 2021

Dear Councillor

I write to summon you to the meeting of **Personnel Committee** to be held at the Guildhall on **Tuesday 25th May 2021 at 6.30 pm.**

The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.

Please note due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:15pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

Essa	Tamar	Trematon
R Bickford	L Challen	S Miller
R Bullock	S Gillies	B Samuels
G Challen	S Martin	G Taylor
M Fox (Chairman)	J Peggs	D Yates
A Pinckney	P Samuels	
VACANCY	VACANCY	

Agenda

1. Health and Safety Announcements
2. To appoint a Chairman
3. To appoint a Vice Chairman
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. To note and receive the minutes of the Personnel Committee held on 13th April 2021 and the Extraordinary Personnel Committee held on 29th April 2021 as a true and correct record. (Pages 3 - 12)
7. To consider Risk Management reports as may be received.
8. To receive the current Committee budget statement. (Page 13)
9. To consider training requests and to report back on training attended.
10. To receive an update regarding the Investors in People Award
11. To receive the updated STC Services and Operational Recovery Report.
12. To consider rapid lateral flow tests.
13. **Public Bodies (Admission to Meetings) Act 1960**
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.
14. To review the staffing structure.
15. Staffing matters.
16. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 27 July 2021 at 6.30 pm