



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)*

23<sup>rd</sup> April 2021

Dear Councillor

I write to summon you to an **Extraordinary meeting of Personnel Committee** to be held on the Virtual Zoom Platform on **Thursday 29th April 2021 at 6.00 pm.**

Yours sincerely

PP R Lane  
Town Clerk

**To Councillors:**

J Dent M Fox S Martin J Peggs J Rance (Vice-Chairman) B Samuels (Chairman)	Other members of the Council for information
---	--

## Agenda

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Press and Public present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. Apologies.
3. 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
4. To report back on annual leave
5. 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.  
  
Chairman to confirm the Personnel Meeting is in Part Two.  
Due to virtual meetings of the Personnel Committee I request approval from Members and Officers that there is nobody in the room with you and that the agenda items to be considered at this meeting remain confidential.
6. Staffing Matters

Date of next meeting: Tuesday 25 May 2021 at 6.30 pm