



# ***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)*

Thursday 24 June 2021

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Wednesday 30th June 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, however, **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 15 minutes prior to the start of the meeting** 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:**

G Challen S Miller J Peggs B Samuels G Taylor (Vice-Chairman) Vacancy	Other members of the Council for information
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## Agenda

1. Health and Safety Announcements
2. To elect a Chairman.
3. Apologies.
4. 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
5. To receive and approve the minutes of the Personnel Committee held on Tuesday 25th May 2021 as a true and correct record. (Pages 3 - 8)
6. To approve the Part Time Admin Assistant Job Description and Person Specification. (Pages 9 - 12)
7. 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 now in Part Two.
8. To receive the notes of the Informal Meeting with the Personnel Members held on Monday 7th June 2021 and Friday 18th June 2021 and consider any recommendations.
9. To review the staffing structure.

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