

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of Saltash Town Council held at the Guildhall on Wednesday 14th July 2021 at 6.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, J Dent, S Gillies, S Martin, S Miller, J Peggs, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

ALSO PRESENT: S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors G Challen, M Griffiths and A Pinckney.

130/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

131/21/22 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.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

132/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 30TH JUNE 2021 AND CONSIDER ANY RECOMMENDATIONS.

RECOMMENDATION 1

47/21/22 TO REVIEW THE STAFFING STRUCTURE.

Library:

It was proposed by Councillor Peggs, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council:

1. To appoint a permanent Library and Information Assistant at 20 hours per week.
2. NJC 7-9, commencing on point 7.
3. Total costs for the period of employment from 1st August 2021 to 31st March 2022 an amount of £8,594.31.
4. Allocated to General Reserves.
5. Community Hub Team Leader to work up the job description and person specification to be received at the next Personnel meeting.

It was proposed by Councillor Taylor, seconded by Councillor Dent and **RESOLVED** to approve.

RECOMMENDATION 2:

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to:

1. Reflect the duties and responsibilities of the post of Community Hub Team Leader at NJC scale 10-12 and to receive an uplift to NJC scale 18-23.
2. Commence on point 18 back dated to 1st July 2021 in recognition of work undertaken to date.
3. Vire from the Library Staffing Contingency budget to the Library Staffing budget an amount of £2,096.80 within budget.

It was proposed by Councillor Taylor, seconded by Councillor Dent and **RESOLVED** to approve.

Human Resources:

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to seek outsourcing the Human Resources back log of work on a three month fixed term contract within budget.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve.

133/21/22 **TO CONSIDER QUOTATIONS FOR BUILDING WORKS AT ISAMBARD HOUSE (SALTASH STATION BUILDING).**

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to:

1. Appoint contractor C to undertake the refurbishment works at Isambard House (Saltash Station Building)
2. Approve a maximum spend of up to £15,000 from within the Station Budget to carry out 'fit-out' works to the extension at the station, and other station building works. The primary contractor to be contractor C, but other contractors will be appointed as necessary.
3. Further, give delegated authority to make decisions on the detail of the additional works (within the approved £15,000) to Councillor Richard Bickford and the Service Delivery Manager, but with due consultation with members of the Station Property Sub Committee reporting back to Full Council.

134/21/22 **DATE OF NEXT MEETING: THURSDAY 5TH AUGUST 2021 AT 7:00 P.M.**

Thursday 5th August 2021 at 7.00pm

135/21/22 **COMMON SEAL:**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

DATE OF NEXT MEETING

Thursday 5 August 2021 at 7.00 pm

Rising at: 6.15 pm

Signed: _____
Chairman

Dated: _____