



Saltash Town Council

Konsel An Dre Essa



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

22 December 2021

Dear Councillor

I write to summon you to an **Extraordinary Meeting of the Personnel Committee** to be held at the Guildhall on **Thursday 6th January 2022 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.

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering.

We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

Yours sincerely,

S Martin
Chairman of the Personnel Committee

To Councillors:

G Challen J Dent S Martin (Chairman) S Miller J Peggs	Other members of the Council for information
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Agenda

1. Health and Safety Announcements
2. To elect a Vice Chairman
3. To receive and approve the minutes of the Personnel Committee held on Tuesday 23rd November 2021 and the Extraordinary Personnel Committee held on Thursday 16th December 2021 as a true and correct record. (Pages 3 - 12)
4. To receive documents and consider the recruitment of a Town Clerk / RFO and any associated expenditure.
5. Public Bodies (Admission to Meetings) Act 1960:
To resolve to exclude the public and press due to the nature of business to be transacted.

Members are reminded that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations, and the Code of Conduct.

6. Staffing Matters.
7. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

Date of next meeting: Tuesday 25 January 2022 at 6.30 pm