



Saltash Town Council

Konsel An Dre Essa



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

18 January 2023

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 24th January 2023 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.

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. To receive and approve the minutes of the Personnel Committee held on 24th November 2022 as a true and correct record. (Pages 4 - 11)
5. To consider Risk Management reports as may be received.
6. To consider Health and Safety reports as may be received.
7. To receive the current Committee budget statement and consider any actions and associated expenditure. (Page 12)
8. To receive a training request and consider any actions and associated expenditure. (Pages 13 - 21)
9. To receive a Cornwall Council Pension Report and consider any actions and associated expenditure. (Page 22)
10. To review Rosevale Accountants Finance Support Agreement and consider any actions and associated expenditure.
(Pursuant to Personnel held on 29.09.22 minute nr. 58/22/23)
11. To review Rosevale Accountants Payroll Agreement and consider any actions and associated expenditure
(Pursuant to Personnel held on 29.09.22 minute nr. 58/22/23)
12. To review the Finance Officer Job Description and Person Specification and consider any actions and associated expenditure.
13. To review the recruitment timeline for the position of a Finance Officer and consider any actions and associated expenditure. (Pages 23 - 26)

14. 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.

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.

15. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.

16. To revisit the bench marking report and consider any actions and associated expenditure.

(Pursuant to Personnel held on 24.11.22 minute nr. 73/22/23)

17. To consider any items referred from the main part of the agenda.

18. Public Bodies (Admission to Meetings) Act 1960

To resolve that the public and press be re-admitted to the meeting.

19. To consider urgent non-financial items at the discretion of the Chairman.

20. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 30 March 2023 6.30 pm