



Saltash Town Council

Konsel An Dre Essa



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

11 April 2023

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Monday 17th April 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,

Councillor S Martin
Chairman of the Personnel Committee

To Councillors:

J Dent J Foster S Martin (Chairman) S Miller J Peggs (Vice-Chairman) B Stoyel	Other members of the Council 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 note the appointment of a Service Delivery General Assistant - Grounds Maintenance.
5. To receive an update on the Finance Officer vacant post and consider any actions and associated expenditure.
6. To consider the recruitment of a Service Delivery Manager and consider any actions and associated expenditure.

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.

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.

8. To review the temporary Sub-Contractor Agreement for the role of the Service Delivery Manager and consider any actions and associated expenditure.
9. To receive and note an update on the consultation process.
10. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.

11. To review the Town Clerk / Responsible Finance Officer role and salary and consider any actions and associated expenditure.
12. To consider any items referred from the main part of the agenda.
13. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.

Date of next meeting: Thursday 29 June 2023 at 6.30 pm