



# ***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)*

8 April 2024

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Friday 12th April 2024 at 6.00 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 receive and approve the minutes of the Personnel Committee held on 29th February 2024 as a true and correct record. (Pages 4 - 14)
5. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 15)
6. To receive and note a report on Rosevale Accountants Finance and Payroll Service. (Page 16)
7. To receive reports on staff training and consider any actions and associated expenditure:
  - a. Training Budget; (Page 17)
  - b. Training Requests. (Pages 18 - 71)
8. To ratify the Easter payroll processed on 28th March 2024 due to the bank holiday weekend.
9. 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.

10. To receive a report on Health Surveillance Assessments and consider any actions and associated expenditure.
11. To receive a staffing report from the Town Clerk 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.
14. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Thursday 27 June 2024 at 6.30 pm