



# ***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)*

20 February 2026

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 26th February 2026 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk/ RFO

**To Councillors:**

J Brady R Bullock L Mortimore (Vice-Chairman) J Peggs (Chairman) P Samuels B Stoyel	All other Councillors for information
--	---------------------------------------

## 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 30 October 2025 as a true and correct record. (Pages 5 - 12)
5. To review the Personnel Business Plan Deliverables and consider any actions and associated expenditure.
6. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Pages 13 - 14)
7. To consider Risk Management reports as may be received.
8. To consider Health and Safety reports as may be received.
9. To receive staff compliments and consider any actions.
10. To receive a report on the Town Council Christmas and New Year operational hours for 2026/27 and consider any actions and associated expenditure.
11. To receive a report on the Town Council 'Saltash Day' for 2026/27 and consider any actions and associated expenditure.
12. To receive a report outlining the 2026/27 Bank Holiday payroll dates and consider any actions and associated expenditure.
13. To receive a report on additional Human Resources Support Consultancy provision and consider any actions and associated expenditure.
14. To note the appointment of;
  - a. The Administration Officer;
  - b. The Planning and General Administrator;
  - c. The Community Hub Team Leader;

d. Communications and Engagement Officer.

15. 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. Engaging in such conduct may bring the Town Council into disrepute.

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.

Please ensure all CONFIDENTIAL papers are returned to the Town Clerk immediately after this meeting.

16. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 30 October 2025 as a true and correct record
17. To receive reports on staff training and consider any actions and associated expenditure:
  - a. Training Attended;
  - b. Training Requests;
18. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
19. To receive a report on staff end-of-year annual leave 2025/26 and consider any actions and associated expenditure.
20. To receive a report on annual staff performance reviews and consider any actions and associated expenditure.

21. To receive a report regarding a flexible working request and consider any actions and associated expenditure.
22. To consider any items referred from the main part of the agenda.
23. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Thursday 25 June 2026 6.30 pm