



# ***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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

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
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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 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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 30th October 2025 at 6.30 pm

**PRESENT:** Councillors: J Brady, R Bullock, L Mortimore (Vice-Chairman), J Peggs (Chairman), P Samuels and B Stoyel.

**ALSO PRESENT:** I Cox (Human Resources Support Consultancy), S Burrows (Town Clerk / RFO) and W Peters (Finance Officer)

**APOLOGIES:** None.

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#### **57/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

The Chairman welcomed Izzy, representing Human Resources Support Consultancy (HRSC), to the meeting.

#### **58/25/26 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.

None received.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

59/25/26

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** 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.

The Chairman informed Members that the meeting is now in Part Two.

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

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

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

Members noted the Chairman's statement.

60/25/26

**TO RECEIVE AND APPROVE THE FOLLOWING MINUTES AS A TRUE AND CORRECT RECORD:**

- a. Private and Confidential Personnel Committee meeting held on 29 May 2025;

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** that the minutes of the Private and Confidential Personnel Committee Meeting held on 29 May 2025 were confirmed as a true and correct record.

- b. Private and Confidential Personnel Committee meeting held on 31 July 2025.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Private and Confidential Personnel Committee Meeting held on 31 July 2025 were confirmed as a true and correct record.

61/25/26

**TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Attended;

No Report.

b. Training Requests;

It was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To approve the Town Clerk to attend the 2026 Practitioners' Conference held by the Society of Local Council Clerks at a cost of £500 plus sundries;
2. To vire £1,000 from budget code 6676 SE Staff Training to 6656 P&F Staff Training to cover the above training cost and any additional training to year-end;
3. To allocate the Practitioners' Conference and sundries cost to budget code 6656 P&F Staff Training.

62/25/26

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED**:

1. To approve the issuance of private and confidential letters to relevant staff, due to the sensitive nature of the matter. These letters are to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.
2. To **RECOMMEND** to Full Town Council:
  - a. That the role of Service Delivery Manager be made redundant and removed from the Town Council's organisational structure with immediate effect, as outlined in the attached documentation;
  - b. That a new permanent full-time post (37 hours per week) titled Operations Manager / Responsible Finance Officer be approved, as outlined in the attached documentation;
  - c. To advertise the Operations Manager / Responsible Finance Officer role in the New Year;
  - d. That, upon appointment of the Operations Manager / Responsible Finance Officer, the Responsible Finance Officer duties be formally removed from the Town Clerk's job description.

It was further **RESOLVED** to note the remainder of the staffing report presented by the Town Clerk. Due to the confidential nature of the matter, additional information is retained within the confidential Personnel Committee minutes of 30 October 2025 for internal audit purposes.

63/25/26

**TO RECEIVE A RECRUITMENT REPORT FROM HUMAN RESOURCES SUPPORT CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to thank Human Resources Support Consultancy for their delivery of the recruitment programme and to note the report.

64/25/26

**TO RECEIVE EXIT INTERVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**65/25/26**      **TO RECEIVE A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED**:

1. To approve the issuance of a private and confidential letter to the relevant staff member, due to the sensitive nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 30 October 2025.

**66/25/26**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**67/25/26**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the public and press be re-admitted to the meeting.

Izzy left the meeting.

The Finance Officer joined the meeting.

**68/25/26**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 31 JULY 2025 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Mortimore, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 31 July 2025 were confirmed as a true and correct record.

**69/25/26**      **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the budget statement and approval of virement under minute 61/25/26.

**70/25/26** **TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer presented Members the revised budget for the year 2026/27, reflecting decisions made during Part Two of the meeting.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee budget statement for the year 2026/27 as attached, to the Policy and Finance Committee meeting to be held on 25 November 2025, inclusive of the following amendments:

Personnel Expenditure

1. Budget code 6659 ST PE Town Sergeant & Mace Bearer Fees be renamed to 6659 ST PE Civic Roles;
2. To note that the budgeted cost of £5,300 under budget code 6652 ST PF Employers Pension – Monthly Fee, may be subject to change, depending on the outcome of the actuarial valuation by Hymans Robertson for Saltash Town Council.

Personnel EMF Expenditure

3. Budget code 6691 ST PE EMF Legal Fees (Staffing) be renamed to 6691 ST PE EMF Legal & Professional Fees (Staffing).

The Personnel Committee expressed their appreciation to the Finance Officer for the work undertaken during the budget-setting process.

The Finance Officer then left the meeting.

**71/25/26** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**72/25/26** **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**73/25/26 TO REVIEW THE PERSONNEL COMMITTEE'S BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

The Town Clerk informed Members that the deliverables assigned to the Personnel Committee had not been completed, due to the need to prioritise other work commitments. However, the Town Vision Sub-Committee has recently reviewed the process and made a recommendation for consideration at the November Full Town Council meeting.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to defer the Personnel Committee deliverables to a future meeting, based on the latest update received.

**74/25/26 TO RECEIVE TEAM COMPLIMENTS AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note and and express appreciation to the Service Delivery Team for their continued dedication to supporting the Town Council's services.

**75/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S ORGANISATION STRUCTURE AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council that the Civic Posts be removed from the Town Council's organisational structure, as detailed in the attached documentation.

**76/25/26 TO RECEIVE UPDATES TO THE RECRUITMENT AND SELECTION POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Mortimore, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council the amendments to the Recruitment and Selection Policy, including an additional amendment to the personal statement word limit, as outlined in the attached documentation.

**77/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to issue a press and social media release on the successful recruitment drive.

**DATE OF NEXT MEETING**

Thursday 26 February 2026 at 6.30 pm

Rising at: 8.14 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Agenda Item 6

**To receive the current STC Committee budget statements and consider any actions and associated expenditure**

**Report to:** Personnel Committee

**Date of Report:** 9 February 2026

**Officer Writing the Report:** Finance Officer

**Purpose of the report:**

To provide an update of any potential budget overspend and recommend a virement.

**Officer's Recommendations**

To recommend to members to approve a virement of £150 from 6654 ST PE Staff Welfare to 6659 ST PE Town Sergeant & Mace Bearer Fees to keep the budget within the spend limit.

**Report Summary**

The table below provides details of a projected overspend, the contributing factors and a proposed virement to mitigate the overspend.

<b>Budget Code FROM</b>	<b>Budget Code TO</b>	<b>Budget Details for Virement recommendation</b>	<b>Virement Amount</b>	<b>Reason for Virement</b>
6654 ST PE Staff Welfare	6659 ST PE Town Sergeant & Mace Bearer Fees	Budget Available: -£75  Committed Cost (Payroll February 26): -£75  Budget Left to Spend: -£150	£150	The 2025/26 budget was based on the previous year's spend (2024/25) which did not include the cost of a Town Crier at civic events.

**Signature of Officer:**

Finance Officer

**Personnel Committee - Personnel Budget 2025-26**

Saltash Town Council

For the 10 months to January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Personnel Operating Expenditure</b>					
<b>Personnel Expenditure</b>					
6654 ST PE Staff Welfare	1,621	2,000	801	1,199	7,222
6660 ST PE Staff Recognition	25	250	75	175	250
6662 ST PE HR Professional Fees	11,119	12,315	9,557	2,758	11,552
<b>Total Personnel Expenditure</b>	<b>12,766</b>	<b>14,565</b>	<b>10,433</b>	<b>4,132</b>	<b>19,024</b>
<b>Training Costs</b>					
6682 ST PE Staff Training (Library)	281	1,218	648	571	600
6656 ST PE Staff Training (P&F)	1,977	5,000	5,546	(546)	5,177
6676 ST PE Staff Training (Service Delivery)	6,552	6,695	2,438	4,257	7,987
<b>Total Training Costs</b>	<b>8,811</b>	<b>12,913</b>	<b>8,631</b>	<b>4,282</b>	<b>13,764</b>
<b>Staffing Costs</b>					
Library Staffing Costs	138,632	165,056	109,697	55,359	169,564
P&F Staffing Costs	348,399	441,897	325,694	116,203	531,901
Services Staffing Costs	307,696	344,379	241,221	103,158	290,819
<b>Total Staffing Costs</b>	<b>794,727</b>	<b>951,332</b>	<b>676,612</b>	<b>274,720</b>	<b>992,284</b>
<b>Other Staffing Cost</b>					
6652 ST PE Employers Pension - Monthly Fee	500	500	500	0	0
6659 ST PE Town Sergeant & Mace Bearer Fees	507	600	675	(75)	800
<b>Total Other Staffing Cost</b>	<b>1,007</b>	<b>1,100</b>	<b>1,175</b>	<b>(75)</b>	<b>800</b>
<b>Total Personnel Operating Expenditure</b>	<b>817,310</b>	<b>979,910</b>	<b>696,851</b>	<b>283,059</b>	<b>1,025,872</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(817,310)</b>	<b>(979,910)</b>	<b>(696,851)</b>	<b>(283,059)</b>	<b>(1,025,872)</b>
<b>Personnel EMF Expenditure</b>					
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162	0
6694 ST PE EMF Staff Contingency (P&F)	12,056	54,108	16,045	38,063	15,208
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553	0
6700 ST PE EMF Staff Contingency (Services)	0	39,854	0	39,854	(10,728)
6701 ST PE EMF Staff Recruitment	643	13,175	4,788	8,388	0
<b>Total Personnel EMF Expenditure</b>	<b>12,699</b>	<b>134,852</b>	<b>20,833</b>	<b>114,019</b>	<b>4,480</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>830,010</b>	<b>1,114,762</b>	<b>717,684</b>	<b>397,078</b>	<b>1,030,352</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(830,010)</b>	<b>(1,114,762)</b>	<b>(717,684)</b>	<b>(397,078)</b>	<b>(1,030,352)</b>

**To/From Reserves & Budget Virement**

1. Virement from P&F Staffing costs to 6694 ST PF EMF Staff Contingency - £19,977 - PE 26/25/26
2. Virement from 6701 PE EMF Staff Recruitment to 6662 PE Professional Fees - £1,500 - PE 46/25/26
3. Virement from 6676 ST PE Staff Training (Services) to 6656 ST PE Staff Training (P&F) - £1,000 - PE 61/25/26

4. 6659 ST PF Town Sergeant & Mace Bearer Fees overspent by £75. Virement to be recommended at next committee meeting

6656 ST PE Staff Training (P&F) is overspent by -£546. This is due to costs relating to 2026/27 included in Actual YTD 2025/26. £1,395 will be adjusted at year end

**Key**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement