



# ***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)*

19 June 2026

Dear Councillor

I write to summon you to the meeting of the **Personnel Committee** to be held at the Guildhall on **Thursday 25th June 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 (Vice-Chairman) L Mortimore (Chairman) J Peggs P Samuels B Stoyel	All other Councillors for information
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## Agenda

1. Civility and Respect Pledge Reminder.  
The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.
2. Health and Safety Announcements.
3. Apologies.
4. 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
5. To receive and approve the minutes of the Extraordinary Personnel Committee held on 14 May 2026 as a true and correct record. (Pages 5 - 8)
6. To review the Personnel Business Plan Deliverables and consider any actions and associated expenditure; (Pages 9 - 10)  
**(Pursuant to Personnel held on 26.02.2026 minute nr. 81/25/26)**
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 11)
8. To consider Risk Management reports as may be received.
9. To consider Health and Safety reports as may be received.
10. To receive the draft updated Personnel Committee Terms of Reference and consider any actions. (Pages 12 - 24)
11. To receive and note a report on the Local Government Pension Scheme. (Pages 25 - 36)
12. To receive a report on the Armed Forces Employer Recognition Scheme and consider any actions and associated expenditure. (Pages 37 - 43)  
**(Pursuant to FTC held on 4.6.26 minute nr. 71/26/27)**
13. To review team compliments and consider any actions and associated expenditure. (Pages 44 - 46)

14. To note the appointment of;
  - a. The Administration Assistant;
  - b. The Communications and Engagement Officer;
  - c. The Casual Caretaker.
  
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 and note an update on Phase 1 of the appointment of South West Councils.
  
19. To receive a staffing report from the Town Clerk and consider any actions and associated expenditure.
  
20. To receive a report from Human Resources Support Consultancy and consider any actions and associated expenditure.

21. To receive a report from the Chairman of the Personnel Committee 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 29 October 2026 6.30 pm

## SALTASH TOWN COUNCIL

### Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 14th May 2026 at 6.30 pm

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

**ALSO PRESENT:** J Ville-Lewis (Human Resources Support Consultancy), S Burrows (Town Clerk / RFO).

**APOLOGIES:** J Brady.

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#### **1/26/27 TO ELECT A CHAIRMAN.**

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Personnel Committee for the forthcoming municipal year.

Councillor Mortimore showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor Peggs confirmed that a majority vote had been achieved.

It was proposed by Councillor Mortimore, Seconded by Councillor Bullock and **RESOLVED** that Councillor Mortimore be elected Chairman of the Personnel Committee for the year 2026-27.

The Chairman Councillor Mortimore in the Chair.

#### **2/26/27 TO ELECT A VICE CHAIRMAN.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Personnel Committee for the forthcoming municipal year.

Councillor Bullock showed interest.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor Peggs, Seconded by Councillor Mortimore and **RESOLVED** that Councillor Bullock be elected Vice Chairman of the Personnel Committee for the year 2026-27.

**3/26/27**      **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**4/26/27**      **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.

**5/26/27**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26 FEBRUARY 2026 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.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Personnel Meeting held on 26 February 2026 were confirmed as a true and correct record.

**6/26/27**      **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

7/26/27

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

Following a unanimous vote, it was proposed by Councillor Stoyel, 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. 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.**

8/26/27

**TO RECEIVE AND APPROVE THE MINUTES OF THE PRIVATE AND CONFIDENTIAL PERSONNEL COMMITTEE HELD ON 30 OCTOBER 2025 AS A TRUE AND CORRECT RECORD.**

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to defer to the private and confidential Personnel minutes to a future meeting.

9/26/27

**TO RECEIVE AN EXIT INTERVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**10/26/27**      **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED:**

1. To appoint South West Councils to undertake an organisational, pay and grading review at a cost of £2,372.50 plus VAT, inclusive of one year's full membership;
2. To allocate the expenditure to budget code 6691 – EMF Legal and Professional Fees;
3. To continue to support the Town Clerk, where necessary, in order to ensure that the core business of the Town Council is delivered;
4. That the Chairman of the Town Council convenes an Extraordinary Full Council meeting on 21 May 2026, at which the Chairman of the Personnel Committee will provide an update to the wider Town Council.

**11/26/27**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**12/26/27**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** that the public and press be re-admitted to the meeting.

**13/26/27**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Thursday 25 June 2026 at 6.30 pm

Rising at: 6.57 pm

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

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

**To review the Personnel Business Plan Deliverables and consider any actions and associated expenditure.**

**Report to:**

Personnel

**Date of Report:**

22.06.26

**Officer Writing the Report:**

Planning and General Administrator

**Purpose of the report:**

To review the Personnel Business Plan Deliverables.

**Officer's Recommendations**

To review and note.

**Report Summary**

To review and note the Committee's achievements over the past month and provide feedback or input as appropriate.

**Signature of Officer:**

Planning and General Administrator



## Personnel Committee - Personnel Budget 2026-27

Saltash Town Council

For the 1 Month to 30 April 2026

Account	Prior Year 2025/26	Budget Including Virements 2026/27	Actual YTD 2026/27	Budget Available 2026/27
<b>Personnel Operating Expenditure</b>				
<b>Personnel Expenditure</b>				
6654 ST PE Staff Welfare	801	7,222	717	6,505
6660 ST PE Staff Recognition	75	250	0	250
6662 ST PE HR Professional Fees	12,124	11,552	78	11,474
<b>Total Personnel Expenditure</b>	<b>13,000</b>	<b>19,024</b>	<b>795</b>	<b>18,229</b>
<b>Training Costs</b>				
6682 ST PE Staff Training (Library)	683	600	0	600
6656 ST PE Staff Training (P&F)	4,426	5,177	2,424	2,754
6676 ST PE Staff Training (Service Delivery)	2,471	7,987	0	7,987
<b>Total Training Costs</b>	<b>7,579</b>	<b>13,764</b>	<b>2,424</b>	<b>11,341</b>
<b>Staffing Costs</b>				
Library Staffing Costs	136,479	169,564	13,440	156,124
P&F Staffing Costs	399,159	531,901	36,567	495,334
Services Staffing Costs	285,957	290,819	20,069	270,750
<b>Total Staffing Costs</b>	<b>821,595</b>	<b>992,284</b>	<b>70,076</b>	<b>922,208</b>
<b>Other Staffing Cost</b>				
6652 ST PE Employers Pension - Monthly Fee	500	0	0	0
6659 ST PE Civic Roles	775	800	0	800
<b>Total Other Staffing Cost</b>	<b>1,275</b>	<b>800</b>	<b>0</b>	<b>800</b>
<b>Total Personnel Operating Expenditure</b>	<b>843,449</b>	<b>1,025,872</b>	<b>73,295</b>	<b>952,577</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(843,449)</b>	<b>(1,025,872)</b>	<b>(73,295)</b>	<b>(952,577)</b>
<b>Personnel EMF Expenditure</b>				
6691 ST PE EMF Legal & Professional Fees (Staffing)	0	10,162	0	10,162
6694 ST PE EMF Staff Contingency (P&F)	16,375	52,941	0	52,941
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST PE EMF Staff Contingency (Services)	0	29,126	0	29,126
6701 ST PE EMF Staff Recruitment	5,731	7,444	351	7,093
<b>Total Personnel EMF Expenditure</b>	<b>22,107</b>	<b>117,226</b>	<b>351</b>	<b>116,875</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>865,556</b>	<b>1,143,098</b>	<b>73,646</b>	<b>1,069,452</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(865,556)</b>	<b>(1,143,098)</b>	<b>(73,646)</b>	<b>(1,069,452)</b>

### 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

## **To receive the draft updated Personnel Committee Terms of Reference and consider any actions**

**Report to:** Personnel Committee

**Date of Report:** 21.06.26

**Officer Writing the Report:** Town Clerk / RFO

### **Officer's Recommendations**

To consider and approve the revised Personnel Committee Terms of Reference and recommend their adoption at July's Full Town Council.

### **Report Summary**

Saltash Town Council commissioned the Cornwall Association of Local Councils (CALC) to undertake a governance review. The findings of the review were presented to Full Town Council, and Stage 2 of the review is now nearing completion.

As the next scheduled meeting of the Personnel Committee is not until October, it is important that the revised Personnel Committee Terms of Reference are considered at this evening's meeting to allow the Town Clerk and Committee to confidently function within the relevant legislation/procedures and best practice, reducing risk mitigation of Council data.

The current Terms of Reference, adopted in 2024, no longer adequately support the effective operation of the Committee and require updating to reflect best practice and the recommendations arising from the governance review.

The existing Terms of Reference and the draft Terms of Reference are attached for Members' consideration.

### **Signature of Officer:**

Town Clerk / RFO

## **Draft Personnel Committee Terms of Reference**

### **Introduction**

Saltash Town Council appoints Committees to carry out specific duties on its behalf. All Committees must comply with the Council's Standing Orders and Financial Regulations, Scheme of Delegation, and any relevant statutory requirements

This document sets out the remit, powers, and procedures for the Personnel Committee.

### **Committee Overview**

#### Remit:

To oversee matters relating to the employment, welfare, development and performance of Council staff, including recruitment, employment policies, appraisals, sickness absence, annual leave, training and development, dignity at work, health and safety compliance, and general staff wellbeing.

The Committee shall work within its delegated authority and approved budget. Day-to-day line management of staff remains the responsibility of the Town Clerk (supported by HR Consultants as required), except where a matter relates directly to the Clerk or where Council policy provides otherwise.

Urgent/emergency issues may be dealt with as they arise by the Town Clerk in consultation with the Chair of the Committee.

Councillors appointed to the Personnel Committee must be willing to undertake appropriate employment law, equality, data protection, dignity at work, disciplinary/grievance and appraisal training as soon as practicable, and before sitting on any formal staffing panel.

Councillors appointed to the Personnel Committee must have completed Code of Conduct training in accordance with the Monitoring Officer's requirements and the provisions set out in the Code of Conduct.

The Personnel Committee recognises the importance of maintaining high standards of governance and conduct. Any Councillor serving on the Committee who fails to comply with this requirement or ceases to remain compliant with these Terms of Reference may be required to step down from the Committee with immediate effect.

The Council recognises that stable membership of the Committee is desirable. Membership should therefore be regarded as a continuing commitment, subject to annual appointment by Full Council.

A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Non Members: all Councillors not appointed to the Personnel Committee may attend public sessions and, at the discretion of the Chair, participate in the meeting but have no voting rights and shall not count towards the quorum.

Non-members: shall withdraw for confidential staffing matters unless specifically invited by the Committee for a defined advisory or factual purpose. Any councillor attending a confidential staffing item shall be bound by the same confidentiality obligations as Committee members and may be prevented from sitting on any later hearing or appeal panel relating to that matter.

Composition:	Six members There are no ex-officio members of the Personnel Committee. A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
Quorum:	Four members
Meetings:	Four ordinary meetings per year. In the event of an item of urgency, an extra ordinary meeting can be called in line with legislation and Council's adopted standing orders and scheme of delegation.
Confidentiality:	The Committee shall treat all staffing matters with appropriate confidentiality and in accordance with Standing Orders, employment policies and data protection requirements.
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Reports to:	Full Town Council

Chairmanship:	Chair and Vice-Chair to be elected by the members at the first committee meeting held in each Council year.
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Members should not take personal notes during confidential staffing items unless required for a formal hearing or appeal. An official confidential minute, record or hearing note shall be taken by the Town Clerk, an appointed note taker, or an external adviser as appropriate and retained securely by the Council.

Members involved in confidential staffing matters must not discuss those matters with councillors, staff or third parties who are not properly involved in the matter.

Term of Appointment: appointments shall be made for a term of one year, with members expected to commit to serving for up to four years to ensure continuity and stability in staffing matters.

Legal and Governance Framework:

The Committee operates under the following legislation and policy documents (non-exhaustive):

Local Government Act 1972, including delegation and committee arrangements

Public Bodies (Admission to Meetings) Act 1960

Localism Act 2011

Employment Rights Act 1996, as amended, including relevant provisions of the Employment Rights Act 2025 as they come into force

Equality Act 2010, including the Public Sector Equality Duty

Worker Protection (Amendment of Equality Act 2010) Act 2023

Data Protection Act 2018 and UK GDPR

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

National Minimum Wage Act 1998 and National Minimum Wage Regulations 2015

Trade Union and Labour Relations (Consolidation) Act 1992

Employment Relations Act 1999, Employment Act 2002 and Employment Relations Act 2004

Pensions Act 2008 and relevant pension/auto-enrolment requirements

Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016

Rehabilitation of Offenders Act 1974

TUPE Regulations 2006, where relevant

Agency Workers Regulations 2010, where relevant

Maternity and Parental Leave etc. Regulations 1999

Paternity and Adoption Leave Regulations 2002, as amended

Shared Parental Leave Regulations 2014

Parental Bereavement Leave and Pay Act 2018

Carer's Leave Act 2023 and Carer's Leave Regulations 2024

Neonatal Care (Leave and Pay) Act 2023 and associated regulations

Employment Relations (Flexible Working) Act 2023 and Flexible Working Regulations

ACAS statutory Codes of Practice, including disciplinary, grievance and flexible working

NJC National Agreement on Pay and Conditions of Service, where adopted by the Council

Council's adopted Standing Orders, Financial Regulations, Scheme of Delegation, Code of Conduct and employment policies

Relevant case law and NALC/SLCC guidance as applicable

#### Authority and Delegation

The Committee has delegated authority to make decisions within its approved Terms of Reference, adopted budget, Standing Orders, Financial Regulations, and the Council's Scheme of Delegation.

The Committee may authorise expenditure within its delegated budget, provided that such expenditure is within previously approved limits and does not commit the Council to future or unconfirmed budgets.

The following matters must be referred to Full Council or the relevant committee:

Any matter outside the Committee's approved Terms of Reference or delegated authority.

Any matter requiring expenditure outside the Committee's approved budget or above authorised limits.

Any proposal that would commit the Council to ongoing, future, or unbudgeted expenditure.

Any senior officer appointment where Full Council approval is required.

Any proposed amendment to Standing Orders, Financial Regulations, the Scheme of Delegation, or Council employment policies.

Any matter reserved to Full Council by law, Standing Orders, Financial Regulations, the Scheme of Delegation, or a previous resolution of the Council.

**Terms of Reference including delegated duties and responsibilities:**

Personnel and Staffing:

To oversee the Council's role as employer.

To appoint, from its membership, recruitment panels when necessary and in accordance with the Council's Recruitment Policy.

To assist the Town Clerk on recruitment processes for senior officer appointments and make recommendations to Full Council where required.

To appoint, from its membership, hearing and appeal panels when necessary, ensuring that members have not had prior involvement in the matter and are up to date on relevant training, advised by the Town Clerk and or HR Consultants.

To support the Town Clerk, where appropriate, in any process relating to dismissal, redundancy, capability, grievance or disciplinary matters, where required by Council policy.

To manage employment matters relating directly to the Town Clerk in accordance with Council policy and, where appropriate, with external HR advice.

To review staffing structures and levels biennially, or following any significant organisational change, and make recommendations to Full Council.

To review contracts of employment, job descriptions and person specifications biennially, or following any significant organisational change – to be advised by the Town Clerk and or HR Consultant.

To review staff pay, grading and job evaluation arrangements in accordance with the Council's Policies, supported by the relevant specialist consultants.

To review staff pension arrangements biennially, or sooner where legislative or scheme changes require, advised by the Responsible Finance Officer.

To regularly review staffing policies and procedures to ensure they remain current, lawful and consistent with best practice.

To support the Town Clerk in managing long-term sickness, welfare concerns and incidents at work in line with Council policies.

To ensure that the Town Clerk has the necessary tools, training and support to manage staff effectively.

To identify appropriate sources of expert employment, occupational health, legal or HR advice and ensure that such advice is used when appropriate.

#### Strategy and Governance:

To undertake training appropriate to the Committee's staffing responsibilities.

To consider and submit to the Policy and Finance Committee annual budget estimates for staffing, training, occupational health, HR advice, recruitment and employment-related expenditure.

To consider recommendations from any sub-committees, panels or advisory groups operating under the authority of the Personnel Committee.

To consider such matters as may be delegated by Full Council from time to time.

To review the Committee's Terms of Reference annually and make recommendations to Full Council.

To review employment-related objectives within the Council's Business Plan and the Committees deliverables.

To monitor changes in employment legislation, NJC terms, CALC/NALC/SLCC guidance and ACAS Codes of Practice, and recommend policy amendments where required.

#### Performance. Appraisal and Development:

To ensure that all staff, including the Town Clerk, receive an annual appraisal and six monthly objective review.

To ensure that the Chair of the Personnel Committee and Chair of the Town Council undertake the Town Clerk appraisal and six monthly objective review with the support of HR, subject to both Chairs undertaking the appropriate training.

To receive recommendations arising from appraisals, including training, development and pay progression matters, in accordance with Council policy.

To receive and consider training and development requests within the agreed training budget and delegated authority.

To promote staff wellbeing, development and retention.

### Complaints, Grievance, Disciplinary and Capability:

To support the Town Clerk with staff disciplinary, grievance, dignity at work, capability and appeal matters in accordance with the Council's adopted policies, subject to Members of the Personnel Committee undertaking the appropriate training.

To ensure that investigation, hearing and appeal roles are kept separate.

To assist with the appointment of an appropriate Investigating Officer where required. This may be the Town Clerk, another officer of the management team, a councillor, or external HR Consultants, depending on the nature of the matter, any conflicts of interest, and subject to undertaking the appropriate training.

To support the Town Clerk with hearing and appeal panels when required, ensuring that no member has had prior involvement in the matter and are up to date with appropriate training.

To ensure that employees are informed of their statutory and policy rights, including the right to be accompanied where applicable.

For allegations of misconduct relating to the Town Clerk, to appoint an appropriate Investigating Officer, which may be the external HR Consultant.

For grievances relating to or raised by the Town Clerk, to ensure that the Council's Grievance Policy is followed and external HR advice is obtained where appropriate.

To make decisions or recommendations regarding sanctions, dismissal, and appeal outcomes in accordance with the Council's adopted policies and delegated authority, where serving as a member of the relevant panel.

### Health and Safety and Compliance:

To oversee employment-related health, safety and welfare matters, including staff wellbeing, lone working, stress management, sickness absence and occupational health.

To receive reports and recommendations from the Council's competent health and safety person where they relate to staff matters.

To ensure that required employment-related health and safety actions are progressed by the Town Clerk or relevant officer within agreed authority and budget.

To consider and recommend policy or procedural changes required to comply with employment law, health and safety law, NJC terms and conditions, and best practice guidance from CALC/NALC/SLCC and ACAS Codes of Practice and other relevant bodies.

To ensure that councillors involved in staffing matters understand and respect their confidentiality, equality, dignity at work and data protection.

**Note:** Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.

DRAFT

## Personnel Committee

Town Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee.

The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Members of the Personnel Committee are advised to refrain from taking notes when in part two confidential session and to refer to the P and C reports.

Composition:	Six members  There are no ex-officio members of the Personnel Committee.  <b>Note:</b> A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
Quorum:	Four members
Meetings:	Quarterly
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Training:	All members of this Committee will undertake employment law training every 6 months provided by the Town Council subject to course availability.
Reports to:	Full Town Council
Remit:	Staff recruitment, grievance, appraisal, sickness, annual leave, maternity and paternity records, training, employment policies, health and safety and welfare matters and to work within the individual delegated authority budget. Staff salary and training budgets.

### **Terms of Reference and Matters Delegated to the Committee:**

1. To consider such matters as delegated by Town Council or any Committee of the Town Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Town Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Town Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Town Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:

- 11.1. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
- 11.2. The annual appraisal of the Town Clerk will be undertaken by the Chairman of the Town Council and Chairman of the Personnel Committee.
- 11.3. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Town Council (Green Book) and recommended by the National Association of Local Town Councils and Society of Local Town Council Town Clerks.
13. To receive and consider any complaints made under the Town Council's Grievance and Disciplinary Procedure referred by the Town Clerk.
14. Where appropriate, appoint a panel to hear complaints made under the Town Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
15. To prepare and submit to the P and F Committee budget proposals in respect of salaries and training - for all staff.
16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
17. All aspects of Health and Safety that fall within the remit of the Committee.
18. Making resolutions to the Town Council on all matters not within existing policy.
19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.

20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

**Matters not Delegated to the Committee:**

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

RETIRED

## To receive and note a report on the Local Government Pension Scheme

### Report to:

Personnel Committee

### Date of Report:

15 June 2026

### Officer Writing the Report:

Finance Officer

### Purpose of the report:

To inform the members of the recent Cornwall Pension Fund Scheme triennial pension valuation for 2026/27 to 2028/29 and results.

### Officer's Recommendations

To note the report detailed below.

### Report Summary

The Local Government Pension Scheme (LGPS) carry out a triennial valuation on behalf of the Cornwall Pension Fund. This is for the 3 year period from April 2026 to March 2029. The process started in February 2025 by actuaries, Hymans Robertson. They use data as at 31 March 2025 and the process takes approximately 12 months with the results published in March 2026.

See **Appendix A** which provides the 2025 actuarial valuation results and key points as follows:

- A fund surplus of £0.27m / providing 125% funding level / overall employer contribution 19.3% from 1 April 2026 (reduced from 19.5% for previous 3 years)



- The following table provides the breakdown for Primary and Secondary employer contributions for previous 3 years to 31 March 2026 and next 3 years to 31 March 2029.
- Primary pension contributions are the ongoing regular contributions that the employer pays into the pension fund to cover the cost of benefits employees are building up for retirement.
- Secondary contributions are additional payments employers must make on top of primary contributions to cover any funding shortfalls or specific costs such as contributions following early retirement or one off costs.
- Primary contributions have increased from 19.5% to 20.4%. The secondary contributions have reduced from a one off cost of £500 to a % decrease of (1.1%).
- The overall Total employer contribution has decreased to 19.3%

Contribution rates						
The contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are set out in the following table (alongside the current rate in payment).						
Employer contribution rates for year ending	Primary rate		Secondary contributions*		Total contributions*	
	% of pay	% of pay	£	% of pay	£	
31 March 2026	19.5%	0.0%	£500	19.5%	£500	
31 March 2027	20.4%	(1.1%)	-	19.3%	-	
31 March 2028	20.4%	(1.1%)	-	19.3%	-	
31 March 2029	20.4%	(1.1%)	-	19.3%	-	

### How does this affect the employee pension contribution?

A small change in the employer contribution rate (e.g. from 19.5% to 19.3%) does not directly affect an individual employee's pension pot in the LGPS.

LGPS is a defined BENEFIT\_scheme and is not based on an individual investment "pot" like a defined contribution pension.

Instead, the employee pension is calculated using a formula:

- Pension earned each year = 1/49 of your pensionable pay

The employee pension benefits depend on the employee salary and length of service.

## How Does This Meet the Business Plan?

Enrolment in the Local Government Pension Scheme (LGPS) supports **Strategic Priority 1 – Boosting Jobs and Economic Prosperity** by strengthening the STC employment offer and helping attract and retain a skilled, stable workforce. Providing access to a secure, defined benefit pension enhances employee financial wellbeing and long-term security, contributing to a motivated and productive workforce.

## Budgets

### Budgets for 2026/27:

Library Staff - Employers Pension:	£169,564
Guildhall Staff - Employers Pension:	£531,901
Services Delivery Staff - Employers Pension:	£290,819
6652 ST PE Employers Pension - Monthly Fee:	£0

The 2026/27 precept budget sets employer pension contributions at 19.3%, based on 2025/26 NJC salary scales with a 5% contingency to allow for 2026/27 pay awards.

### Signature of Officer:

Finance Officer

# Saltash Town Council (107)

Cornwall Pension Fund

## 2025 Actuarial Valuation – Notification of draft employer result

This schedule is addressed to the Administering Authority of the Cornwall Pension Fund (the Fund). Hymans Robertson LLP consent to it being shared with Saltash Town Council (107) (the Employer) and, if applicable, its advisor(s) on a non-reliance, no liability basis for information purposes only, and in a manner that fully discloses how it has been produced. It should not be construed as advice to the Employer, its advisor(s) or any other third party with whom it is shared. Any reader of this schedule should carry out their own enquiries and obtain their own advice prior to making decisions.

This schedule should be read in conjunction with the Fund’s draft Funding Strategy Statement (the FSS).

This schedule contains a summary of the draft results of the 2025 actuarial valuation of the Cornwall Pension Fund (the Fund), specifically those relating to the Employer or Pool/Group named above. Its main purpose is to notify the Administering Authority of the contribution rates payable by the Employer from 1 April 2026 to 31 March 2029 as well as the Employer’s funding position on the valuation date (31 March 2025). This schedule has not been prepared for any other purpose.

This schedule also contains detailed technical information explaining the results and how they compare to the last valuation, which may be when the Employer joined the Fund.

It also contains the data and assumptions underlying the results, and the reliances and limitations which apply to them. Please see the appendices for more information and read these in conjunction with the draft Funding Strategy Statement.

**Surplus/(deficit)**  
**£0.27m**  
+£0.29m vs last valuation

**Funding level**  
**125%**  
+27% vs last valuation

**Contributions from 1 April 2026**  
**19.3% of pay**

## Contribution rates

The contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are set out in the following table (alongside the current rate in payment).

Employer contribution rates for year ending	Primary rate	Secondary contributions*		Total contributions*	
	% of pay	% of pay	£	% of pay	£
<b>31 March 2026</b>	19.5%	0.0%	£500	19.5%	£500
<b>31 March 2027</b>	20.4%	(1.1%)	-	19.3%	-
<b>31 March 2028</b>	20.4%	(1.1%)	-	19.3%	-
<b>31 March 2029</b>	20.4%	(1.1%)	-	19.3%	-

\*Contributions may include a percent of pay and monetary element, both of which are payable.

The above contribution rates are the minimum rate required by the Fund. In most circumstances the Employer can pay additional contributions to improve its funding position but this should be referred to the Fund in the first instance. The Employer's final contribution rates will be certified in the Fund's Rates and Adjustments Certificate.

The Primary Rate includes an allowance of 0.8% of pay for administration expenses.

Employer contribution rates are in addition to employee contributions. The average employee contribution rate is 6.0% of pay.

## Employer details and funding plan

The contribution rates payable from 1 April 2026 have been determined based on the following funding strategy and employer circumstances:

	Last valuation	This valuation
<b>Employer details</b>		
Employer Type		Resolution
Funding pool		Individual
Investment strategy	Whole Fund	Whole Fund
Open / closed to new entrants	Open	Open
<b>Funding strategy</b>		
Funding target (see FSS for details)	Ongoing	Ongoing
Funding time horizon (years)	20	20
Minimum likelihood of achieving funding target by end of time horizon	70%	80%

The Employer's funding parameters are the default parameters for its employer type and circumstances

This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft FSS. Further details on the investment strategy is included in the Fund's Investment Strategy Statement.

## Funding position

The table below shows the Employer's funding position as at 31 March 2025 on the Fund's Ongoing basis (as defined in the Fund's draft FSS), alongside the funding position at the last valuation for comparison.

Monetary amounts in £000	Last valuation	This valuation
	Ongoing basis	Ongoing basis
<b>Asset share</b>	937	1,360
<b>Past-service liabilities</b>		
Employees	531	636
Deferred pensioners	93	112
Pensioners	333	342
<b>Total liabilities</b>	957	1,089
<b>Surplus/(Deficit)</b>	(20)	271
<b>Funding level</b>	98%	125%

The funding position only covers assets and liabilities accrued up to the calculation date (past service), it does not consider the cost of benefits that will be earned in the future (future service).

## Change in funding position

The following table helps to explain the changes in the Employer's assets and liabilities over the period since the last valuation. Due to rounding the columns may not add up exactly.

	£000	Assets	Liabilities	Surplus / (deficit)
	<b>Last valuation</b>	937	957	(20)
<b>Cashflows</b>	<b>Employer contributions paid in</b>	309		309
	<b>Employee contributions paid in</b>	95		95
	<b>Benefits paid out</b>	(93)	(93)	
	<b>Other cashflows (e.g. expenses, transfers)</b>	22		22
<b>Changes since last valuation</b>	<b>Expected growth</b>	162	155	6
	<b>Accrual of new benefits</b>		476	(476)
	<b>Membership experience</b>		122	(122)
	<b>Excess return on assets</b>	(73)		(73)
<b>Changes in actuarial assumptions</b>	<b>Financial assumptions</b>		(480)	480
	<b>Longevity assumptions</b>		(12)	12
	<b>Other demographic assumptions</b>		(37)	37
	<b>This valuation</b>	1,360	1,089	271

## Appendix A – Data

### A.1 Membership data

The results in this schedule are based on the membership data summarised below which was supplied to us by the Fund for the purpose of the 2025 formal valuation.

		Last valuation	This valuation
Employee members	Number	25	23
	Total actual pay (£000)	474	626
	Total accrued benefit (£000)	36	67
	Average age	55.3	57.6
Deferred pensioners	Number	15	20
	Total accrued benefit (£000)	8	20
	Average age	48.3	50.0
Pensioners and dependants	Number	14	17
	Total accrued benefit (£000)	21	29
	Average age	69.5	72.2

Average ages are weighted by liability.

# Appendix B – Assumptions

## B.1 Financial assumptions

The financial assumptions underlying the funding positions disclosed are detailed below (with comparison to those adopted at the last valuation).

Assumption (% p.a.)	Last valuation	This valuation
	Ongoing basis	Ongoing basis
Discount rate	4.4%	6.2%
Pension increases	2.7%	2.3%
Salary increases*	2.7%	2.3%

\*This is in respect of inflationary increases. There is a separate promotional salary scale assumption.

For further details on the methodology used to derive the assumptions, please see the draft FSS.

**B.2 Demographic assumptions**

The longevity assumptions underlying the funding positions disclosed are detailed below (with comparison to those adopted at the last valuation). Details of the demographic assumptions are available within the draft FSS.

Assumption	Last valuation	This valuation
	Ongoing basis	Ongoing basis
<b>Baseline longevity</b>	Life expectancy based on the Fund's VitaCurves	Life expectancy based on the Fund's VitaCurves
<b>Future improvements</b>	CMI 2022: A=0.25%; 2022 W = 25% (2021), 0% (2020); LTR=1.5%; Sk=7	CMI 2024: Standard parameterisation except, A=0.25%, LTR = 1.5%

Based on the above assumptions and the characteristics of the Employer's individual membership, the average life expectancies are summarised below.

Life expectancy (years)	Ongoing basis	
	Male	Female
<b>Current pensioners</b>	20.7	23.9
<b>Future pensioners</b>	21.1	25.6

Life expectancies are from age 65. Future pensioners are assumed to be aged 45 at the valuation date. Figures for future pensioners are a weighted average of active and deferred members.

## Appendix C – Important information

### C.1 Addressee and purpose

Hymans Robertson have prepared valuation results for all employers participating in the Cornwall Pension Fund and provided those to the Administering Authority. This schedule has been prepared on behalf of the Administering Authority of the Fund to be shared with the Employer named on page 1.

Its main purpose is to notify the Administering Authority of the Employer's principal results from the 2025 actuarial valuation. It also allows the Employer to check that the membership and participation details reflect their circumstances.

### C.2 Reliances and limitations

This schedule should not be copied, reproduced, disclosed or released in any medium to any third party except as required by law or regulatory obligation or with our prior written consent. In circumstances where disclosure is permitted, the schedule may only be released or otherwise disclosed in its entirety fully disclosing the basis upon which it has been produced (including any and all limitations, caveats or qualifications). Please note that this schedule does not constitute advice to the Employer or any other third parties and Hymans Robertson LLP does not owe a duty of care, nor does it accept any liability to the Employer or any other third parties. It disclaims any responsibility or liability arising from reliance on this schedule and does not warrant or represent as to its accuracy, fairness or completeness at any given time. Any reader of this report may not copy, reproduce or distribute it, or any part of it, without the prior written consent of Hymans Robertson.

If the Employer is a member of a funding pool or group within the Fund, the contribution rates, funding level and membership data shown in this report

relate to the pool/group as opposed to the individual employer (unless stated otherwise).

The draft Funding Strategy Statement (FSS) contains further information on the assumptions and methodology used to calculate employer contribution rates and funding position set out in this schedule.

The contribution rates shown in this schedule should be considered draft until finalised in the Rates and Adjustments Certificate, due to be published by 31 March 2026. The other results may also be revised by that point, for example due to changes in data or assumptions.

The figures shown in this schedule have been rounded and therefore the sum of figures within a table may not add up exactly.

For any Employer questions on the FSS or the results in this schedule, please contact the Fund in the first instance.

**Technical Actuarial Standard (TAS) 100 has been complied with to a proportionate degree in the preparation of this report.**

#### Prepared by:

*Julie West FFA*

*Ciaran Henry FFA*

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**To receive a report on the Armed Forces Employer Recognition Scheme and consider and actions and expenditure.**

**Report to:** Personnel

**Date of Report:** 09.06.2026

**Officer Writing the Report:** Administration Officer

**Purpose of the report:**

To consider whether to apply for the Armed Forces Employer Recognition Scheme (ERS) Bronze Award.

**Officers Recommendation:**

Members are asked to consider:

1. Registering for and applying to the Employer Recognition Scheme (ERS) for a Bronze Award;
2. Note that progression to Silver Award status may be considered after a minimum period of 12 months, subject to further review and the development of appropriate HR policies.

**Report Summary**

At the Full Town Council meeting on 4 June 2026 Members agreed to pledge to the Armed Forces Covenant (AFC). **The copy of the pledge is attached as Appendix A for reference.**

Full Council resolved that progression to the Defence Employer Recognition Scheme (ERS) is to be referred to the Personnel Committee for further consideration, due to the implications relating to staffing matters.

The ERS encourages employers to support defence and inspire others to do the same. The scheme encompasses Bronze, Silver and Gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the Armed Forces community, and align their values with the Armed Forces Covenant.

## Participation in the ERS

To participate in the ERS, organisations must first sign the Armed Forces Covenant and submit their pledge via the online portal. Following this, the Town Council may apply directly for the Bronze Award. -[https://www.smartsurvey.co.uk/t/ERS\\_Bronze/](https://www.smartsurvey.co.uk/t/ERS_Bronze/) .

After holding Bronze status for a minimum of 12 months, organisations may be considered for the Silver Award through nomination. This requires evidence of active support and advocacy, including:

- Promoting supportive policies within the workforce
- Ensuring fair recruitment practices for Armed Forces personnel
- Supporting reservists (including a minimum of 5 additional paid training days)
- Providing flexibility for Cadet Force Adult Volunteers

Silver and Gold awards are assessed through regional and national nomination processes, with evaluation of the depth and sustainability of support provided.

## Bronze Award Criteria

At this stage, the Town Council would be seeking to self-nominate for the Bronze Award. Requirements include:

- Signing the Armed Forces Covenant and registering via the ERS website
- Demonstrating understanding of the AFC and ERS commitments
- Promoting support for the Armed Forces community within the organisation
- Being a Forces-friendly employer
- Be open to employing members of the Armed Forces community including;
  - Reservists
  - Veterans (including wounded, injured and sick)
  - Cadet Force Adult Volunteers
  - Military spouses/partners.

The Town Council already meets the criteria required for the Bronze Award.

## Considerations for future progression

The scheme is designed as a progression of increasing commitment.

While progression to Silver is not mandatory, employers are encouraged to develop practices that would support a future award, including:

- Supporting Reservists with training and mobilisation
- Developing HR policies to accommodate Armed Forces commitments
- Providing additional leave for Reservist training
- Supporting local cadet forces or volunteering opportunities
- Ensuring fair recruitment practices that do not disadvantage Armed Forces personnel.

Forward planning is necessary as Silver and Gold awards require formal proof of established HR policies (like extra paid leave for reservists). These must be developed practices well in advance of applying.

### **Signature of Officer:**

Administration Officer



## **Saltash Town Council**

**We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community.**

**Saltash Town Council recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.**

Signed on behalf of:  
**Saltash Town Council**

Signed:

Name: Councillor Briant Stoyel

Position: Chairman 2026-2027

Date:



# The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom  
His Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## Section 1: Principles of the Armed Forces Covenant

1.1 **Saltash Town Council** will endeavour to uphold the key principles of the Armed Forces Covenant, which are:

- No member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen
- In some circumstances special treatment may be appropriate especially for the injured or bereaved.

## Section 2: Demonstrating our Commitment

2.1 Saltash Town Council recognises the value serving personnel, reservists, veterans and military families bring to our business and to our country.

Saltash Town Council will seek to uphold the principles of the Armed Forces Covenant, by:

### **Promoting the Armed Forces:**

Promoting the Armed Forces work in the town, activities and events through the Town Council's digital and social media channels as well as working with the press

Publishing the Town Council Covenant pledges on a dedicated page on the Town Council website

Promoting the fact that Saltash Town Council are an Armed Forces friendly organisation, to staff, contractors, customers, suppliers and wider public

### **Veterans:**

Welcoming applications from, and guaranteeing interviews to, veterans who meet the criteria in the job specification

Recognising military skills and qualifications in recruitment and selection processes

### **Service Spouses & Partners:**

Supporting the employment of Service spouses and partners by welcoming applications from spouses/partners who meet the criteria in the job specifications

### **Reserves:**

Staff are actively encouraged to become Reservists

Supporting any mobilisations and deployment

**Cadet Organisations:**

Actively encouraging members of staff to become volunteer leaders in cadet organisations

Supporting local military cadet units

Recognising the benefits of employing cadets/ex-cadets within the workforce

**National Events:**

Supporting Armed Forces Day, the Poppy Appeal, and Remembrance activities

Marking key military anniversaries such as D-Day, VE Day, and RNA Day

**Armed Forces Charities:**

Supporting Armed Forces charities with fundraising and supporting staff who volunteer to assist

**Local Commitment and Heritage:**

Recognising that the Town Council Chairman is an Honorary Member of the Royal British Legion

Supporting initiatives such as Poppies to Paddington

Maintaining and caring for adopted war memorials within the town to a high standard

Supporting the work of the Royal Naval Association

- 2.2 Saltash Town Council will publicise these commitments through literature and/or on the Town Council website, setting out how the Town Council will seek to honour them and inviting feedback from the Service community and customers on how we are doing.

**To review team compliments and consider any actions and associated expenditure.**

**Report to:**

**Personnel**

**Date of Report:**

16.06.26

**Officer Writing the Report:**

Office Manager / Assistant to the Town Clerk

**Purpose of the report:**

To review team compliments received since the Personnel Committee last met in February.

**Officer's Recommendations**

To note.

**Report Summary**

Since the Previous Personnel Committee held on 26 February 2026 the following compliments have been received.

Service Delivery

Staff compliment received from SCEP Open Day, complimenting Stephen Blake following his first day in the role as the Casual Caretaker

Shame about the rain but we still got 40 people in so I think the social media really helped. Hopefully we can do that again for Regatta. And your new custodian was fantastic, very helpful.

## Development and Engagement

Email from Sue Hooper on behalf of the former SGWCC members.

Hello Emma,

I have seen the email correspondence between you and Lynn, and I want to add my own sincere thanks for your dedication to yesterday's restoration project. Thank you also for your efficient attention to detail regarding the STC communication and publicity. Your personal touch and genuine interest in the history of the Memorial Pebble Garden were greatly appreciated by us all.

We were all delighted by the presence of the Mayor and Mayoress, Councillor Brian Stoyel and Mrs Maxine Stoyel.

The team from South West Surfacing Specialists were also incredibly grateful for the lovely Cornish pasties, courtesy of the Mayor.

As you know, the Specialists still need to complete the final touches within the advised timescale. Once that work is finished, we look forward to the official unveiling and stakeholders' thanksgiving ceremony, as previously agreed in our early meetings with Dawn. Of course, it remains at the discretion of the Mayor and STC whether they would also like a formal Re-Dedication of the Pebble Memorial.

Please could you kindly pass our sincere thanks to the Councillors, Dawn, Freya, Sinead, and the Mayor and Mayoress? We deeply appreciate everyone's help, encouragement, and faith in this project from the very beginning - especially given the unexpected weather delays we had to navigate.

Best regards, and as always

Sue, Lynn, Tony and John

## Funding Tree Planting Initiative

Hello Freya

It was great to meet you as well. I was very impressed by your methodical business approach as well as by your enthusiasm.

## Administration

### Twining event

You beat me to it! Thank you – we had a wonderful night on Friday and we really appreciate all the effort you went to for us. Our guests thoroughly enjoyed themselves and we have now set the bar high for a repeat ceremony in Plougastel next year! I believe the Mayor and his consort enjoyed themselves at the party on Saturday night, but I don't think I quite saw either of them doing the conga round the club... perhaps they had left by then!

I will pass on any appropriate minutes as and when. Our meetings are fairly sporadic but we will be having a debrief meeting soon so I shall pass those onto you.

Many thanks again for such a wonderful job,

### Twining Event

Hope you've had a good week. Just wanted to thank you again for all your support and hard work to make the event last week such a wonderful success. I know that Annie has given you some flowers on our behalf.

## **Signature of Officer:**

Office Manager / Assistant to the Town Clerk