



Saltash Town Council

Konsel An Dre Essa



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

8 May 2026

Dear Councillor

I write to summon you to an **Extraordinary Personnel Committee meeting** to be held at the Guildhall on **Thursday 14th May 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.

Yours sincerely,

Councillor Peggs
Chairman of the Personnel Committee

To Councillors:

J Brady R Bullock L Mortimore J Peggs P Samuels B Stoyel	Other members of the Council for information
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Agenda

1. To elect a chairman
(Written ballot)
2. To elect a Vice Chairman
(Written ballot)
3. Health and Safety Announcements.
4. Apologies.
5. 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
6. To receive and approve the minutes of the Personnel Committee held on 26 February 2026 as a true and correct record. (Pages 4 - 12)
7. To receive the Personnel Committee budget statement and consider any actions and associated expenditure. (Page 13)
8. 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.

9. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 30 October 2025 as a true and correct record.
10. To receive an exit interview 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 25 June 2026 at 6.30 pm