Saltash Town Council

Konsel An Dre Essa

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

20 November 2026

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Personnel Committee** to be held at the Guildhall on **Thursday 26th November 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,

Councillor Mortimore
Chairman of the Personnel Committee

To Councillors:

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

A Civility & Respect Pledge Council

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 Personnel Committee held on 29 October 2026 as a true and correct record. (Pages 4 - 10)

6. <u>Public Bodies (Admission to Meetings) Act 1960</u>
   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.

7. To receive and approve the minutes of the Private and Confidential Personnel Committee held on 29 October 2026 as a true and correct record.

8. To receive a flexible working request and consider any actions and associated expenditure.

9. To receive a report from the Chairman and consider any actions and associated expenditure.

10. Public Bodies (Admission to Meetings) Act 1960.
To resolve that the public and press be re-admitted to the meeting.

11. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Thursday 25 February 2027 6.30 pm