

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 20th June 2024 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin, S Miller, J Peggs and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: None.

14/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Foster to nominate Councillor Martin.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Martin as Chairman.

Councillor Martin in the Chair.

15/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Stoyel to nominate Councillor Peggs.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Peggs as Vice Chairman.

16/24/25 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Foster	14	Non-Pecuniary	Interested in being the Town Crier	Yes

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

None.

17/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 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 Martin, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

18/24/25 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk explained that the budget statement format had been amended to offer clarity and simplicity and that the staff training, salaries and contingency budget codes have now been transferred to the Personnel Committee budget statement.

It was **RESOLVED** to note.

19/24/25 **TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

20/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

21/24/25 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS PAYROLL SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that Saltash Town Council's payroll will be undertaken in-house at the end of June and Rosevale Accountants appointment will be terminated as agreed.

It was **RESOLVED** to note.

22/24/25 TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to approve a change in date for December's payroll from 27 December to 20 December 2024 due to the Christmas shutdown.

23/24/25 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

It was **RESOLVED** to note.

b. Training Requests;

Nothing to report.

24/24/25

TO REVIEW UPDATES TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Protocol for Member Officer Relations;

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to approve and adopt the Protocol for Member Officer Relations Policy (as attached).

Councillor Foster left the meeting.

b. Recruitment and Selection;

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to approve and adopt the Recruitment and Selection Policy (as attached).

Councillor Foster returned to the meeting.

c. Employee Dress Code.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve and adopt the amendments to the existing Employee Dress Code Policy (as attached).

25/24/25

TO RECEIVE AN UPDATE ON THE TOWN COUNCIL RECRUITMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Office Manager / Assistant to the Town Clerk;

The Town Clerk informed Members of the lack of candidates received from the agency that meet the criteria. The Town Clerk is to review other agencies.

It was **RESOLVED** to note.

b. Development and Engagement Manager;

The Town Clerk informed Members that the applications received did not meet the criteria of the role.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to;

1. Delegate to the Town Clerk to advertise the role with CALC (free of charge), Town Council notice boards, website and social media and on Indeed for a period of two weeks;
2. Delegate spend to the Town Clerk up to a maximum of £500 to advertise on Indeed allocated to budget code 6701 EMF Staff Recruitment.

c. Communications and Engagement Officer.

The Town Clerk informed Members interviews are due to take place on 12 July.

It was **RESOLVED** to note.

Councillor Foster declared an interest in the next agenda item and left the meeting.

26/24/25 **TO REVIEW THE APPOINTMENT OF A TOWN CRIER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to appoint Councillor Foster to represent the Town Council as the Town Crier as required with no remuneration.

Councillor Foster was invited and returned to the meeting.

27/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Foster 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.

28/24/25 **TO RECEIVE AND APPROVE PRIVATE AND CONFIDENTIAL MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 12 APRIL 2024 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to make an amendment to the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** that the private and confidential minutes of the Extraordinary Personnel Committee Meeting held on 12 April 2024 were confirmed as a true and correct record.

29/24/25 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the staffing report received from the Town Clerk.

30/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

31/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

32/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

DATE OF NEXT MEETING

Thursday 31 October 2024 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____