

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 27th March 2025 at 6.30 pm**

**PRESENT:** Councillors: J Dent, J Foster, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk).

**APOLOGIES:** None.

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#### **93/24/25      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **94/24/25      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.

None.

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

None.

#### **95/24/25      TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 27 FEBRUARY 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 Martin, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Personnel Meeting held on 27 February 2025 were confirmed as a true and correct record.

**96/24/25      TO NOTE THE RESIGNATION OF THE COMMUNICATIONS AND ENGAGEMENT OFFICER.**

It was **RESOLVED** to note the Communication and Engagement Officer's resignation and that the role is currently being advertised.

**97/24/25      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

98/24/25

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

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council held on 3 April 2025 to:

1. Revert the Responsible Finance Officer (RFO) role to the Town Clerk post;
2. Update the Town Clerk job description to encompass the responsibilities of the RFO (as attached);
3. Revert the Finance Officer / RFO role to Finance Officer role only;
4. Update the Finance Officer job description to encompass the responsibilities of the Finance Officer only (as attached);
5. Update the Town Council Organisation Structure (as attached) to reflect the changes that were originally agreed by the Personnel Committee under the Private and Confidential session.

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

1. Issue Private and Confidential HR letters to the Town Clerk / RFO and Finance Officer subject to Full Council approval to the above recommendation (P&C letter retained for internal auditor check);
2. Provide the Town Clerk external support to fulfil the responsibilities of the Responsible Finance Officer as necessary reporting back to the Personnel Committee;
3. Work within budget code 6694 PF EMF Staff Contingency.

It was **RESOLVED** to note the rest of the Town Clerk's staffing report.

99/24/25

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

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

**DATE OF NEXT MEETING**

Thursday 26 June 2025 at 6.30 pm

Rising at: 7.55 pm

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

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