

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th February 2026 at 6.30 pm

PRESENT: Councillors: J Brady, R Bullock, J Peggs (Chairman), P Samuels and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk / RFO)

APOLOGIES: L Mortimore (Vice-Chairman).

78/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

79/25/26 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.

80/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 30 OCTOBER 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.

The Town Clerk informed Members of an amendment required to the minutes.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to amend minute 61/25/26 to increase the cost from £500 to £650.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED** that the minutes of the Personnel Meeting held on 30 October 2025 were confirmed as a true and correct record.

81/25/26 TO REVIEW THE PERSONNEL BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstentions), it was proposed by Councillor Brady, seconded by Councillor P. Samuels, and **RESOLVED** to delegate authority to the Chair and Vice Chair of the Personnel Committee to review the Business Plan deliverable objectives for the Personnel Committee and report back at the next meeting.

82/25/26 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to approve the virement of £175 from 6654 ST PE Staff Welfare to 6659 ST PE Town Sergeant & Mace Bearer Fees to keep the budget within the spend limit.

83/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

84/25/26 TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.

Nothing to report.

85/25/26 TO RECEIVE STAFF COMPLIMENTS AND CONSIDER ANY ACTIONS.

Members were pleased to receive positive feedback from the public and expressed their appreciation for the quality and professionalism demonstrated by all Saltash Town Council staff.

It was **RESOLVED** to note.

86/25/26 **TO RECEIVE A REPORT ON THE TOWN COUNCIL CHRISTMAS AND NEW YEAR OPERATIONAL HOURS FOR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that agenda items 10, Christmas and New Year Operational Hours 2026–27, and 11, Saltash Day 2026–27, would be considered together.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council:

1. The Christmas shutdown period will commence at 12 noon on Thursday 24 December 2026 and the office will reopen on Monday 4 January 2027.
2. All staff are required to allocate annual leave for the remaining working days during the shutdown period: Tuesday 29, Wednesday 30, and Thursday 31 December 2026.
3. One Service Delivery General Assistant will work reduced hours on Sunday 27 December 2026, from 9:00am to 1:00pm.
4. A Saltash Day will be allocated to all staff, to be taken on a date of their choice within the financial year 1 April 2026 to 31 March 2027.

87/25/26 **TO RECEIVE A REPORT OUTLINING THE 2026/27 BANK HOLIDAY PAYROLL DATES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED:**

1. To approve to bring forward the December 2026 payroll date from the last Friday of the month to 18 December 2026 due to Christmas statutory holidays;
2. To approve to bring forward the March 2027 payroll date from the last Friday of the month to Thursday 25 March 2027 due to Easter statutory holidays.

88/25/26

TO RECEIVE A REPORT ON ADDITIONAL HUMAN RESOURCES SUPPORT CONSULTANCY PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED:**

1. To appoint Human Resources Support Consultancy (HRSC) to provide professional support for the recruitment of the Operations Manager / Responsible Finance Officer (RFO) role.

This support will include reviewing the advertisement, job description, person specification, and applicant materials (CVs and covering letters), as well as attending the first round of interviews in collaboration with the Town Clerk.

2. To appoint HRSC to provide professional support for the recruitment of the Communications and Engagement Officer role.

This will include providing comments on shortlisted applications and attending the first round of interviews in collaboration with the Development and Engagement Manager.

3. To approve the provision of additional HR support (points 1 and 2 above) at a rate of £75 per hour, working within budget code 6701 EMF Staff Recruitment, and to delegate authority to the Town Clerk to manage the appointment, including determining the specific support required and the number of hours needed.

89/25/26

TO NOTE THE APPOINTMENT OF:

- a. The Administration Officer;

It was **RESOLVED** to note the Administration Officer commenced employment on 27 October 2025.

- b. The Planning and General Administrator;

It was **RESOLVED** to note the Planning and General Administrator commenced employment on 13 November 2025.

- c. The Community Hub Team Leader;

It was **RESOLVED** to note the Community Hub Team Leader commenced employment on 13 November 2025.

d. Communications and Engagement Officer.

It was **RESOLVED** to note the appointment of the Communications and Engagement Officer on 1 December 2025 and the departure, effective 2 February 2026.

90/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor P Samuels 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.

91/25/26 **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 (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to defer to the private and confidential minutes to the 25 June Personnel Committee meeting.

92/25/26

TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Training Attended;

The Town Clerk provided an overview of the 12-month training schedule, as circulated in the private and confidential reports pack, and highlighted the significant amount of free training accessed by library staff through Cornwall Council.

Members recorded their congratulations to the Finance Assistant on successfully passing his first exam and expressed their best wishes for his continued studies.

It was **RESOLVED** to note.

b. Training Requests.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve the Town Clerk's attendance at the NALC Study Tour at Taunton Town Council, at a cost of £275, subject to availability.
2. To allocate the cost of the NALC Study Tour and associated sundries to budget code 6656 P&F Staff Training.
3. To note that the Personnel Committee supports the request for the Town Clerk to provide further information on the Community Governance Level 4 qualification, including associated costs, at the next Personnel Committee meeting.

93/25/26 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED:**

1. To approve the Service Delivery Administration Assistant working an additional 10 hours per week to address the backlog of work until the end of the financial year, funded from the Service Delivery staffing budget.
2. That the Town Clerk provides an update on Service Delivery administration workload at the next Personnel Committee meeting.
3. To note the Town Clerk's report.

94/25/26 **TO RECEIVE A REPORT ON STAFF END-OF-YEAR ANNUAL LEAVE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

95/25/26 **TO RECEIVE A REPORT ON ANNUAL STAFF PERFORMANCE REVIEWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED:**

1. To approve staff salary increments for those who meet the criteria working within budget for the year 2026/27;
2. To delegate to the Town Clerk, working with the HR consultant, to review the staff performance review process and report back at the next Personnel Committee meeting.

96/25/26 TO RECEIVE A REPORT REGARDING A FLEXIBLE WORKING REQUEST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to approve the issuance of a private and confidential letter to the relevant staff members, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 26 February 2026.

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to approve the issuance of a private and confidential letter to the relevant staff member, due to the confidential nature of the matter. The letter is to be retained for internal audit purposes, with further details recorded in the confidential Personnel Committee minutes dated 26 February 2026.

97/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

98/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote (5 in favour, 0 against, 0 abstained), it was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

99/25/26 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: 8.00 pm

Signed: _____
Chairman

Dated: _____