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SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 14th May 2026 at 6.30 pm

PRESENT: Councillors: R Bullock (Vice-Chairman), L Mortimore (Chairman), J Peggs, P Samuels and B Stoyel.

ALSO PRESENT: J Ville-Lewis (Human Resources Support Consultancy), S Burrows (Town Clerk / RFO).

APOLOGIES: J Brady.

1/26/27 TO ELECT A CHAIRMAN.

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Personnel Committee for the forthcoming municipal year.

Councillor Mortimore showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor Peggs confirmed that a majority vote had been achieved.

It was proposed by Councillor Mortimore, Seconded by Councillor Bullock and **RESOLVED** that Councillor Mortimore be elected Chairman of the Personnel Committee for the year 2026-27.

The Chairman Councillor Mortimore in the Chair.

2/26/27 TO ELECT A VICE CHAIRMAN.

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Personnel Committee for the forthcoming municipal year.

Councillor Bullock showed interest.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor Peggs, Seconded by Councillor Mortimore and **RESOLVED** that Councillor Bullock be elected Vice Chairman of the Personnel Committee for the year 2026-27.

3/26/27 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

4/26/27 **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.

5/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 26 FEBRUARY 2026 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.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Personnel Meeting held on 26 February 2026 were confirmed as a true and correct record.

6/26/27 **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

7/26/27

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Mortimore 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. 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.

8/26/27

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, it was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to defer to the private and confidential Personnel minutes to a future meeting.

9/26/27

TO RECEIVE AN EXIT INTERVIEW AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

10/26/27 TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote, it was proposed by Councillor Mortimore, seconded by Councillor Stoyel and **RESOLVED:**

1. To appoint South West Councils to undertake an organisational, pay and grading review at a cost of £2,372.50 plus VAT, inclusive of one year's full membership;
2. To allocate the expenditure to budget code 6691 – EMF Legal and Professional Fees;
3. To continue to support the Town Clerk, where necessary, in order to ensure that the core business of the Town Council is delivered;
4. That the Chairman of the Town Council convenes an Extraordinary Full Council meeting on 21 May 2026, at which the Chairman of the Personnel Committee will provide an update to the wider Town Council.

11/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

12/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** that the public and press be re-admitted to the meeting.

13/26/27 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: 6.57 pm

Signed: _____
Chairman

Dated: _____