

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Friday 12th April 2024 at 6.00 pm**

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

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

**APOLOGIES:** J Foster.

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#### **1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/24/25 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.

#### **3/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 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 Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 29<sup>th</sup> February 2024 were confirmed as a true and correct record.

**4/24/25** **TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to vire £100 from budget code 6654 Staff Welfare to budget code 6662 Professional Fees due to an overspend.

**5/24/25** **TO RECEIVE AND NOTE A REPORT ON ROSEVALE ACCOUNTANTS FINANCE AND PAYROLL SERVICE.**

It was **RESOLVED** to note.

**6/24/25** **TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Training Budget;

It was **RESOLVED** to note.

b. Training Requests.

Chainsaw Training

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

1. Approve the Assistant Service Delivery Manager and one Service Delivery General Assistant to attend the Chainsaw Maintenance, Cross Cutting and Felling to 200mm training at a cost of £625pp allocated to budget code 6676 Service Delivery Staff Training;
2. Note the Service Delivery Manager has delegated authority to spend under the Scheme of Delegation of £1,000 to purchase the appropriate PPE and equipment within budget;
3. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
4. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

### Pole Pruner

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to defer to the Personnel Committee meeting to be held on 27<sup>th</sup> June 2024 pending further information.

### PAT Testing

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

1. Approve a Service Delivery General Assistant to attend the PAT Testing training at a cost of £325 allocated to budget code 6676 Service Delivery Staff Training;
2. Note it is the responsibility of the Service Delivery Manager to ensure robust Risk Assessments and Method Statements are in place to ensure safe working practices at all times;
3. Note it is the responsibility of the Service Delivery staff to adhere to Town Council safe working practices reporting any concerns to the Service Delivery Manager.

7/24/25

### **TO RATIFY THE EASTER PAYROLL PROCESSED ON 28TH MARCH 2024 DUE TO THE BANK HOLIDAY WEEKEND.**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to ratify the Easter payroll processed on 28<sup>th</sup> March 2024 due to the bank holiday weekend falling on the last working Friday of the month.

8/24/25

**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.

9/24/25

**TO RECEIVE A REPORT ON HEALTH SURVEILLANCE ASSESSMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to vire £5,000 from General Reserves to budget code 6654 Staff Welfare due to the outcome of the Health Surveillance Assessments.

**10/24/25**      **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the resignation of the Assistant Town Clerk and to wish him well for the future.

The Town Clerk advised Members of the requirement to consider a retitle of role for maximum attraction and to update the job description and person specification in line with the requirements of the role.

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

1. Approve the retitle of Assistant Town Clerk to Office Manager / Assistant to the Town Clerk;
2. Approve the updated job description and person specification for the role (as attached);
3. Advertise with CALC and on Plymouth City Council's recruitment website (both free of charge), Town Council website, notice boards and social media and on Indeed and either NALC or SLCC at a cost, for a period of two weeks commencing at the earliest opportunity;
4. Delegate spend to the Town Clerk up to a maximum of £1,000 to advertise on Indeed and either with NALC or SLCC allocated to budget code 6701 EMF Staff Recruitment ensuring best value at all times;

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

**11/24/25**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**12/24/25**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

13/24/25

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

None.

**DATE OF NEXT MEETING**

Thursday 27 June 2024 at 6.30 pm

Rising at: 7.45 pm

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

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