

PADSTOW TOWN COUNCIL

Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquires@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



7 November 2018

TO: MEMBERS OF STAFFING COMMITTEE

Councillors A Rickard (Chairman), F J Bealing, R Buscombe, R Higman and Mrs T Walter

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 13 November 2018** at **6.00pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E PEMBERTON

Kathy Pemberton
Town Clerk

Agenda

Press & Public are invited to attend

1. To receive **apologies for absence**
2. To receive **announcements** (if any): For information only
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
4. **Public Participation:** To receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
5. **To agree the minutes** of the meetings held on **i) Tuesday 19 June 2018; and ii) Tuesday 28 August 2018**
6. **Time Clock System:** To give consideration on this matter and discuss and decide on way forward.
7. **Budget 2018/19 and Budget 2019/20 (including fees and charges):** To receive an update on Budget for 2018/19 and to give consideration budget for 2019/20 in respect of staffing and training for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan.

8. **Date of Next Meeting:** Tuesday 18 December 2018 at 6.00 pm
9. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
10. **To agree the confidential minutes** of the meetings held on i) **Tuesday 19 June 2018; and ii) Tuesday 28 August 2018**
11. **Budget 2018/19 and Budget 2019/20 (including fees and charges):** To receive an update on Budget for 2018/19 and to give consideration budget for 2019/20 in respect of staffing and training for recommendation to the Finance and General Purposes Committee, taking into consideration the Council's Business Plan.
12. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
13. **Personal Development Reviews:** To receive an update in this regard and discuss and decide on way forward.
14. **Christmas Bonus:** To consider this matter and discuss and decide on the way forward.
15. **Overtime, Sick Leave and Training:** To note update for information.