

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 13
November 2018 at the Council Offices, Station House, Station Road,
Padstow at 6.00 pm

Present: Councillors A Rickard (Chairman), F J Bealing, R Buscombe and R Higman.

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs N Barnes (RFO and Minute taker).

S2018/28 Apologies for absence: were received from Councillor Mrs T Walter

S2018/29 Announcements: there were no announcements.

S2018/30 Declarations of Interest: there were no Declarations of Interest.

S2018/31 Public Participation: there was no public participation.

S2018/32 RESOLVED that the **Minutes** of the meetings held on **i) Tuesday 19 June 2018** and **ii) Tuesday 28 August 2018** were a true record of the meeting.

S2018/33 Time Clock System: Committee was referred to the Agenda report, following which was a general discussion on this item. A Councillor considered it would be helpful to understand what neighbouring Councils used in this regard.

RESOLVED that the Town Clerk ask Wadebridge and Bodmin Town Councils how they record staff time.

S2018/34 Budget 2018/19 and Budget 2019/20 (including fees and charges):

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE TO: agree to the training budgets for 2019/20 as follows:-

Councillors	£ 300
LTOS (outside staff)	£5,000
Administration	£1,300

S2018/35 Date of Next Meeting: Tuesday 18 December 2018 at 6.00pm was noted.

S2018/36 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

- S2018/37** **RESOLVED** that the **confidential minutes** of the meetings held on **i) Tuesday 19 June 2018** and **ii) Tuesday 28 August 2018** were a true record of the meeting.
- S2018/38** **Budget 2018/19 and Budget 2019/20 (including fees and charges):** see confidential minutes.
- S2018/39** **Staffing Update and Issues:** see confidential minutes.
- S2018/40** **Personal Development Reviews:** see confidential minutes.
- S2018/41** **Christmas Bonus:** see confidential minutes.
- S2018/42** **Overtime, Sick Leave and Training:** this report was noted.

Meeting closed at 7.00 pm