

**PADSTOW TOWN COUNCIL**  
**Minutes of the Staffing Committee meeting held on Tuesday 22 May**  
**2018 at the Council Offices, Station House, Station Road, Padstow**  
**at 6.45pm**

**Present:** Councillors F J Bealing, R Higman, and Mrs T Walter

**In Attendance:** Mrs K Pemberton (Town Clerk)

- S2018/1**            **Election of Chairman/Vice Chairman:**  
i) **RESOLVED** that Councillor A Rickard be re-elected as Chairman. In the absence of the Chairman, Councillor R Higman was elected Chairman for the meeting and took the chair.  
ii) **RESOLVED** that no Vice-Chairman be elected
- S2018/2**            **Apologies for absence:** Apologies were received from Councillors R Buscombe and A Rickard.
- S2018/3**            **Announcements:** There were no announcements.
- S2018/4**            **Declarations of Interest:** There were no declarations of interest.
- S2018/5**            **Public Participation:** There was no public participation.
- S2018/6**            **RESOLVED** that a) the **minutes** of the Extra-Ordinary meeting held on **Tuesday 6 February 2018** being a meeting of the previous committee be noted and left unsigned; b) It be noted that the actions of the meeting held on Tuesday 6 February 2018 were adopted and recommendations approved (if any) by Council on Tuesday 27 February 2018.
- S2018/7**            **RESOLVED** that a) the **minutes** of the meeting held on **Tuesday 20 March 2018** being the last meeting of the previous Committee be noted and stand unsigned; and b) It be noted that the actions of the meeting held on Tuesday 20 March 2018 were adopted and recommendations approved (if any) by Council on Tuesday 27 March 2018.
- S2018/8**            **Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** i) that no changes be made to the Committee's Terms of Reference and be adopted unchanged; but ii) amendments be made to the Staffing Scheme of Delegation, as follows:-
- a) Staffing item 3: to include Outside Services Supervisor
  - b) Finance items 1 to 4: to include Outside Services Supervisor
  - c) a) and b) above to be incorporate provided the RFO is satisfied this fitted within the Council's Financial Regulations;

- d) Finance item 9: to include the Responsible Financial Officer;
- e) Legal item 2: To be updated to reflect the changes to the Data Protection Laws i.e. External Data Protection Officer appointed by Council.

**S2018/9**                    **Date of Next Meeting:** Tuesday 19 June 2018 at 6.00pm was noted.

**S2018/10**                    **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**S2018/11**                    **Confidential Minutes: RESOLVED** that a) the **confidential minutes** of the Extra-Ordinary meeting held on **Tuesday 6 February 2018** being a meeting of the previous committee be noted and left unsigned; b) It be noted that the actions of the meeting held on Tuesday 6 February 2018 were adopted and recommendations approved by Council on Tuesday 27 February 2018.

**S2018/12**                    **Confidential Minutes: RESOLVED** that a) the **confidential minutes** of the meeting held on **Tuesday 20 March 2018** being the last meeting of the previous Committee be noted and stand unsigned; and b) It be noted that the actions of the meeting held on Tuesday 20 March 2018 were adopted and recommendations approved by Council on Tuesday 27 March 2018.

Meeting closed at 6.49 pm