

PADSTOW TOWN COUNCIL

Council Offices
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12 June 2019

TO: MEMBERS OF THE STAFFING COMMITTEE

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

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **STAFFING COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 18 June 2019 at 6.00 pm.**

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:** 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 & standing orders.
5. **To agree the minutes** of the meeting held on **Tuesday 21 May 2019**
6. **Employee Handbook:** To receive an update to Employee Handbook and discuss and decide on way forward.
7. **Date of next meeting:** Tuesday 17 September 2019 Time: 6.00 pm
8. **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 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

- 9. To agree the confidential minutes of the meeting held on Tuesday 21 May 2019**
- 10. Appraisals:** To receive an update on latest issues and discuss and decide on way forward.
- 11. Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
- 12. Overtime, Sick Leave and Training:** To note update for information.