

PADSTOW TOWN COUNCIL

Council Offices
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17 June 2020

TO: MEMBERS OF THE STAFFING COMMITTEE

Councillors Mrs T Walter (Chairman), R Buscombe (Vice Chairman),
A P Flide, R Higman and Mrs A E Symons

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **STAFFING COMMITTEE** to be held remotely on **Tuesday 23 June 2020 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

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 5 November 2019**
6. **Date of next meeting:** TBC
7. **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.

8. **To agree the confidential minutes** of the meeting held on Tuesday 5 November 2019
9. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
10. **Appraisals:** To receive an update on latest issues and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Staffing Committee meeting held on Tuesday 5 November 2019 at the Council Offices, Station House, Station Road, Padstow at 6.00 pm

Present: Councillors T Walter (Chairman), R Buscombe (Vice Chairman), A P Flide and R Higman

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

- S2019/37 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor Mrs T Walter be elected as Chairman whereupon she took the chair.
ii) **RESOLVED** that Councillor R Buscombe be elected a Vice-Chairman.
- S2019/38 Apologies for absence:** was received from Councillor Mrs A E Symons
- S2019/39 Announcements:** There were no announcements.
- S2019/40 Declarations of Interest:** There were no declarations of interest.
- S2019/41 Public Participation:** There was no public participation.
- S2019/42 Minutes:** **RESOLVED** that the **minutes** of the meeting held on **Tuesday 17 September 2019** be signed as a true record of the meeting.
- S2019/43 Budget 2019/20 and Budget 2020/21:** Committee noted the overall staff costs to the end of 31 March 2019 as detailed in the agenda report. The RFO referred Committee to training budgets to be considered for 2020-21.
RESOLVED to recommend to the Finance and General Purposes Committee the following training budgets for 2020-21:
- | | |
|----------------------|--------|
| Councillors | £ 300 |
| LTOS (outside staff) | £5,000 |
| Administration | £2,500 |
- S2019/44 Date of Next Meeting:** Tuesday 10 December at 6.00pm
- S2019/45 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2019/46 Confidential Minutes:** **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 17 September 2019** be signed a true record of the meeting.

- S2019/47** **Budget 2019/20 and Budget 2020/21:** See confidential minutes.
- S2019/48** **Appraisals:** See confidential minutes.
- S2019/49** **Christmas Bonus:** See confidential minutes.
- S2019/50** **Staff Update and Issues:** See confidential minutes.
- S2019/51** **Overtime, Sick Leave and Training:** See confidential minutes.

Meeting closed at 6.45 pm