

# PADSTOW TOWN COUNCIL

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16 March 2022

## **TO: MEMBERS OF THE STAFFING COMMITTEE**

Councillors M Rickard (Chairman), A P Flide, K Freeman, R Higman and Mrs T Walter

Dear Member

All Members of the Committee are hereby summoned to attend meeting of the **STAFFING COMMITTEE** in the **Council Chamber, Station House, Station Road, Padstow** on **Tuesday 22 March 2022 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

Kathy Pemberton  
**Town Clerk**

**COVID:** Please note this meeting will be operated in a COVID safe way. All attending are asked to respect these provisions which are in place for all our safety.

**Capacity Due to COVID:** In taking a cautious approach to our Council meetings during this time and following the Council's risk assessment there is a limit on the number of people who can be seated in the Council Chamber. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the meeting.

### **Agenda (Press & Public are invited to attend)**

1. To receive **apologies for absence and announcements (if any)**
2. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
3. **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.
4. **To agree the minutes** of the meeting held on **Tuesday 9 November 2021**
5. **Date of next meeting:** Tuesday 31 May 2022 (Election of Chairman) Time: 7.15 pm
6. **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.
7. **To agree the confidential minutes** of the meeting held on **Tuesday 9 November 2021**

8. **Employee Handbook Update:** To give consideration to update and discuss and decide on way forward.
9. **General Staffing and Committee Work Programme Update:** To receive an update on latest issues and discuss and decide on way forward.
10. **Overtime, Sick Leave and Training:** To note update for information.