

PADSTOW TOWN COUNCIL

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15 June 2022

TO: MEMBERS OF THE STAFFING COMMITTEE

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

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** at the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 21 June 2022 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

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

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 31 May 2022**
5. **Date of next meeting:** Tuesday 20 September 2022 Time: 6.00 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. **Staffing Budget 2022/23: Cost of Living:** To give consideration in this matter and discuss and decide on way forward.
8. **General Staffing Matters:** To give consideration in this matter and discuss and decide on way forward.
9. **Employee Handbook Update:** To give consideration to update and discuss and decide on way forward.
10. **Overtime, Sick Leave and Training:** To note update for information.

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 31 May
2022 at the Church Rooms, Church Street, Padstow at 7.15 pm

Present: Councillors P Curgenvan, A P Flide, K Freeman, M Rickard and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk and Minute Taker)

- S2022/1** **Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor M Rickard be re-elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that no Vice-Chairman be elected.
- S2022/2** **Apologies and Announcements:** There were no apologies or announcements.
- S2022/3** **Declarations of Interest:** There were no declarations of interest.
- S2022/4** **Public Participation:** There was no public participation.
- S2022/5** **Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 10 April 2022 be signed as a true record.
- S2022/6** **Committee Terms of Reference and Staffing Scheme of Delegation:**
RESOLVED TO REGOMMEND TO COUNCIL that i) no changes be made to the Committee's Terms of Reference and they be adopted unchanged; and ii) Staffing Scheme of Delegation be amended as per the tracked changes as outlined in the agenda papers.
- S2022/7** **Date of Next Meeting:** Tuesday 21 June 2022 at 6.00 pm
- S2022/8** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2022/9** **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 April 2022 be signed as a true record.

Meeting closed at 7.20 pm