

# PADSTOW TOWN COUNCIL

Council Offices  
Station House  
Station Road  
Padstow  
Cornwall PL28 8DA

Kathy Pemberton  
Town Clerk  
Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)  
Tel: 01841 532296



18 January 2023

**TO: MEMBERS OF THE STAFFING COMMITTEE**

Councillors M Rickard (Chairman), P Curgenvan, A P Flide, K Freeman 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 24 January 2023 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*

Kathy Pemberton  
**Town Clerk**

---

## 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 1 November 2022** having been previously circulated and taken as read.
5. **Date of next meeting:** Tuesday 21 March 2023 Time: 7.00 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. **To agree the confidential minutes** of the meeting held on **Tuesday 1 November 2022**
8. **Committee Works i) Update:** for information only; and **ii) Programme:** To note and update/amend, as necessary.

- 9. Employee Handbook:** i) To receive an update on progress and ii) give consideration to a Jury Service Policy.
- 10. Training Agreement:** To give consideration to this matter and discuss and decide on way forward.
- 11. General Staffing Matters:** To give consideration in this matter and discuss and decide on way forward.
- 12. Overtime, Sick Leave and Training:** To note update for information.