

PADSTOW TOWN COUNCIL

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17 January 2024

TO: MEMBERS OF THE STAFFING COMMITTEE

Councillors Mrs J Dawe, K Freeman, A Hoskin, A N Rees and M Rickard

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 23 January 2024 at 6.30 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

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 17 October 2023** having been previously circulated and taken as read. (p1 - 2).
5. **Future Meetings:** Tuesday 19 March 2024 at 6.30 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 17 October 2023**
8. **Committee Works i) Update:** for information only; and **ii) Programme:** To note and update/amend, as necessary.

- 9. Appraisals:** To give consideration to this matter and discuss and decide on way forward.
- 10. Sick Leave and Training:** To note update for information.

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 17 October
2023 at the Council Chamber, Council Offices, Station House,
Padstow at 6.30pm

Present: Councillors M Rickard (Chairman), J Dawe (Vice-Chair), K Freeman and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant TC/Assistant RFO and Minute Taker)

S2023/20 Apologies and Announcements: Apologies were received from Councillor A Hoskin. There were no announcements.

S2023/21 Declarations of Interest: There were no declarations of interest.

S2023/22 Public Participation: There was no public participation.

S2023/23 Minutes: RESOLVED that the minutes of the meeting held on Tuesday 20 June 2023 be signed as a true record.

S2023/24 Election of Vice-Chair: The Chairman thanked Councillor Mrs Dawe for checking in with the Town Clerk regarding the staff team during his recent absence from Council. In light of this absence and the appointment of a Vice-Chair to all other standing committees, members reconsidered this matter.

RESOLVED to appoint Councillor Mrs J Dawe as Vice-Chair of the Staffing Committee.

S2023/25 2023/24 Update and Budget 2024/25:
2023/24 Update: The update on staff costs and training costs for 2023/24 to date was noted.

Budget 2024/25: Consideration was given to training costs for 2024-25. In response to a member query the Responsible Financial Officer (RFO) advised that the budget was based on a training log kept by the Council Facilities Officer. The Town Clerk further added that bespoke training for the Staffing Committee previously discussed by members could be paid for via the Council's professional services budget.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE to include the following training provision in the 2024/25 budget i) Councillors £1,000; LTOS (Outside Staff) £4,000; and iii) Administration £3,000.

- S2023/26** **Future Meetings:** Future meeting dates and times were noted as per the agenda, subject to rescheduling the meeting of Tuesday 19 December 2023 to Tuesday 23 January 2024.
- S2023/27** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2023/28** **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 June 2023 be signed as a true record.
- S2023/29** **Committee Works i) Update:** was noted for information and Committee were satisfied that the appraisals be scheduled for January to feed into the rescheduled meeting of 23 January.
- ii) Programme:** was noted without amendment other than rescheduled December meeting date. It was noted that the Town Clerk hoped to develop Committee member training for consideration at its March meeting to be ready for the 2024/25 Committee. Alongside this she would look to work up member documentation to assist Councillors in their role on the Staffing Committee, as she had done for planning and was doing for other committees.
- S2023/30** **General Staffing Matters:** Members noted a verbal update on general staffing matters provided by the Town Clerk.
- S2023/31** **2023/24 Update and Budget 2024/25:** See confidential minutes.
- S2023/32** **Christmas Bonus:** See confidential minutes.
- S2023/33** **i) Overtime, Sick Leave and Training Update:** The update in the "to follow" papers was noted for information.
- ii) Sickness Reporting and Management:** The update in the "to follow" papers was noted for information.

Meeting closed at 7.16 pm