

PADSTOW TOWN COUNCIL

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13 January 2025

TO: PERSONNEL AND STAFFING COMMITTEE

Councillors M Rickard (Chair), Mrs J Dawe (Vice Chair), K Freeman, A Hoskin and A N Rees

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **PERSONNEL AND STAFFING COMMITTEE** at the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 20 January 2026 at 7.00 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

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 11 November 2025.** (1-2)
5. **Date of Next Meeting:** To note: 17 March 2026 at 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. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. (3-4)

8. **General Personnel and Staffing Matters:** To give consideration in this matter and discuss and decide on way forward. (5)
9. **Civility and Respect Pledge:** To be updated in this matter and discuss and decide on way forward. (to follow)
10. **Staffing Handbook Review:** To give consideration in this matter and discuss and decide on way forward. (6 + separate cover)
11. **Updates: i) Overtime (if any), ii) Sick Leave and iii) Councillor/Staff Training:**
To note update for information and discuss and decide on way forward. (7-8)

PADSTOW TOWN COUNCIL

Minutes of the Personnel and Staffing Committee meeting held on Tuesday 11 November 2025 at the Council Chamber, Council Offices, Station House, Padstow commencing at 7.41 pm

Present: Councillors M Rickard (Chair), Mrs J Dawe (Vice Chair) and A N Rees

In Attendance: Mrs K Pemberton (Town Clerk and minute taker) and Mrs N Barnes (Responsible Financial Officer)

PS2025/27 Apologies and Announcements: i) Apologies received from Councillor K Freeman and A Hoskin; ii) There were no announcements.

PS2025/28 Declarations of Interest: There were no declarations of Interest.

PS2025/29 Public Participation: There was no public participation.

PS2025/30 Minutes: RESOLVED that the **minutes** of the meeting held on **Tuesday 16 September 2025** be signed as a true record of the meeting.

PS2025/31 2025/26 Update: The update on staff costs and training costs for 2025/26 to date was noted.

Budget 2026/27: Consideration was given to training costs for 2026/27. Comment was made of the newly adopted Training Policy and Programme for both staff and Councillors and that therefore it was prudent to ensure appropriate budget was available.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE to include the following training provision in the 2026/27 budget i) Councillors £3,500, ii) Outside Staff £3,500; and iii) Administration £3,500.

PS2025/32 Future Meetings (commencement of each 7.00 pm) Tuesday 20 January 2026 (appraisals) and 17 March 2026 were noted.

PS2025/33 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

PS2025/34 Confidential Minutes: RESOLVED that the confidential minutes of the meeting held on Tuesday 16 September 2025 be signed as a true record.

PS2025/35 Committee Works: i) Update: was noted for information. **ii) Programme:** was noted without amendment.

PS2025/36

2025/26 Update and Budget 2026/27: The 2025/26 update was noted for information. The RFO outlined that the Town Council paid employees above both the National Living Wage and Real Living Wage. She further added that since the drafting of the Committee budget papers, the LGPS provisional rate has been revised from April 2026, being a 0.1% increase. This wasn't material to the budget and therefore she did not consider it needed adjustment, due to an appropriate contingency being included. Furthermore, the provisional LGPS Employers' contribution in 2026 did not include a secondary contribution, so overall the Council would pay less.

Committee members reviewed the draft staffing budget with queries on the same being addressed by the Town Clerk and RFO. The RFO confirmed that the draft staffing budget was based on assumptions and information available at the time of preparation.

RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE THAT the draft staffing budget, as detailed in confidential appendix 1 be incorporated into the 2026/27 budget (totalling £434,000).

PS2025/37

General Personnel and Staffing Matters: The Town Clerk confirmed that she had undertaken the action requested by the Committee at its last meeting (Min No: PS2025/20 refers).

PS2025/38

Staffing Handbook Review: The Town Clerk apologised to Committee but due to other commitments she had not progressed this matter. She would take this forward for consideration at their next meeting.

PS2025/39

i) Sick Leave and ii) Councillor and Staff Training Updates: i) Committee noted update for information. The Town Clerk confirmed she was undertaking back to work meetings in a timely manner. Any issues of note were outlined in the agenda report. She considered that improvement be made to the timings of the Town Clerk's back to work meetings. This was noted by Committee. ii) Committee noted the training updates, with the Town Clerk adding that the Facilities Officer had identified a training provider for the training requirements identified within the Policy's training matrix. The Town Clerk was looking into this further and would progress the matter. Town Clerk also verbally updated that staff members Maroon and Green were undertaking specific accredited training specific to their roles. With staff member Blue being booked on a training course concerning EROBs.

Meeting closed at 7.55 pm