Agenda Item 7b

PADSTOW TOWN COUNCIL
Minutes of the Personnel and Staffing Committee meeting held on Tuesday 14 April 2026 at the Council Chamber, Council Offices, Station House, Padstow at 6.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk and minute taker)

PS2025/51 **Apologies and Announcements:** i) There were no apologies; and ii) There were no announcements.

PS2025/52 **Declarations of Interest:** There were no declarations of interest.

PS2025/53 **Public Participation:** There was no public participation.

PS2025/54 **Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 20 January 2026 be signed as a true record.

PS2025/55 **Date of next meeting:** TBC.

PS2025/56 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

PS2025/57 **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 January 2026 be signed as a true record.

PS2025/58 **Committee Works i) Update:** was noted for information. **ii) Programme:** was noted without amendment.

PS2025/59 **Appraisals:**
The Town Clerk confirmed that all staff appraisals have been undertaken except for the Town Clerk's which was to be scheduled to be undertaken by the Council Chair and Committee Chair.

The Town Clerk went through each appraisal updating Committee on the same, so they were well informed and advised of staff's individual appraisals. Overall, all staff were happy and considered that Padstow Town Council was a good employer.

All staff welcomed the appraisal process, with comment being made how professional the process was. Comment was made that the Office Team appraisal form was repetitive in places, therefore the Town Clerk would review the same and report back to a future meeting.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the office be closed to the public on two scheduled dates a year, to be agreed in consultation with the Council Chair, in order that the office can undertake "housekeeping duties".

PS2025/60 **General Personnel and Staffing Matters:**
Committee noted the agenda report. Councillors present at the Committee meeting who had yet to complete their Civility and Respect Pledge completed the same and returned to the Town Clerk.

PS2025/61 **Updates: i) Overtime:** There was no overtime to report.
ii) Sick Leave: The report was noted for information.
iii) Councillor/Staff Training: Committee noted difficulty in seeking face-to-face training for Data Protection and Equality and Diversity.

RESOLVED that the Town Clerk seek to engage the services of Breakthrough Training for an online training course for both Data Protection and Equality and Diversity for both Councillors and staff.

Meeting closed at 7.02 pm

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