

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 10th April 2018 at 4.00 p.m.

PRESENT: Councillors: G Challen, J Dent, (Mayor, ex-officio), J Rance (Chairman), G Taylor (Vice-Chairman), D Yates, (Deputy Mayor, ex-officio).

ALSO PRESENT: R Lane - Town Clerk, 1 Member of the public part meeting.

APOLOGIES: Councillor: J Brady.

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

1/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

2/18/19 **DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.
- d. To note ongoing dispensations:
 - i. for Councillor Rance to act as Chair of the Saltash Team for Youth and Commissioning of Youth Work.
 - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
None			

3/18/19 **TO CONSIDER THE ESTABLISHMENT OF AN OFFICE MANAGER POST**

It was **RECOMMENDED:**

1. The post of Office Manager be established.
2. The post scale be SCP 29-31.
3. The Job Description be approved as attached.

4/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

5/18/19 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

The Vice Chairman updated members on a number of personnel matters.

6/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that that the public and press be re-admitted to the meeting.

7/18/19 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

8/18/19 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

The Vice Chairman informed member's that interviews for the posts of Grounds person and Toilet Cleaners had been successfully conducted and appointments made.

9/18/19 **PRESS RELEASES**

None

10/18/19 **DATE OF NEXT MEETING**

Tuesday 15th May, 2018 at 7.00 p.m.

Rising at 5 p.m.

Signed _____

Dated _____