

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 22nd May 2018 at 6.15 p.m.

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

ALSO PRESENT: R Lane - Town Clerk.

APOLOGIES: Councillor: J Brady, (Mayor, ex-officio)

Councillor Rance in the Chair

HEALTH AND SAFETY ANNOUNCEMENTS

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

11/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

12/18/19 **TO APPOINT A CHAIRMAN**

It was unanimously **RESOLVED** Councillor Taylor be elected Chairman.

Councillor Taylor in the chair

13/18/19 **TO APPOINT A VICE-CHAIRMAN**

It was **RESOLVED** Councillor Rance be elected Vice Chairman.

14/18/19 **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			

15/18/19 QUESTIONS FROM THE PUBLIC

None.

16/18/19 BUDGET STATEMENTS:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

17/18/19 TO APPROVE THE 2018/19 NATIONAL SALARY AWARD

It was unanimously **RESOLVED** to approve.

18/18/19 TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING

The Chairman updated members on completed and programmed training.

It was **RESOLVED** to note.

19/18/19 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.

20/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

21/18/19 STAFFING

a. To approve Receptionist (PM) & Planning Administrator full time hours.

It was unanimously **RESOLVED** to approve.

b. To consider salary band increase.

It was unanimously **RESOLVED** to approve.

c. To consider incremental increase for eligible staff.

It was unanimously **RESOLVED** to approve.

d. Emerging staff structure.

The Chairman updated members on progress to date.

It was **RESOLVED** to note.

e. Operational staffing.

The Chairman updated members.

It was **RESOLVED** to note.

f. Staff Welfare.

The Chairman updated members.

It was **RESOLVED** to note.

22/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

23/18/19 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

24/18/19 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIRMAN**

None.

25/18/19 **PRESS RELEASES**

None.

26/18/19 **DATE OF NEXT MEETING**

Tuesday 17th July, 2018 at 7.00 p.m.

Rising at 7.05 p.m.

Signed _____

Dated _____