



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

12th October 2018

Dear Councillor,

I write to summon you to a meeting of the **Staffing Committee** to be held at the Guildhall on **Thursday 18th October 2018 at 6:30 p.m.**

Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To:

J Brady - (Mayor, ex-officio)	Other members of the council for information
G Challen - (Deputy Mayor, ex-officio)	
J Dent	
J Rance – Vice Chairman	
G Taylor – Chairman	
Vacancy	

AGENDA

1. Health and Safety Announcements.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the Council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.
4. Declarations of Interest.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

6. Budget statements:
 - a. To receive the current Committee budget statement.
 - b. To set the budget for 2019/20.
7. To receive an update on the appointment of a Town Crier – Councillor Challen. **(Pursuant to Staffing 10.08.17 minute no. 45/17/18d)**
8. To consider training requests and to report back on training attended.
9. Policies:
 - a. Leave.
 - b. Local Government Pension Scheme.
 - c. Employee Handbook Update.
10. To review Town and Waterfront Warden temporary contract to 31st December 2018.
11. Voucher reward scheme.
12. Christmas operational hours.
13. Public Bodies (Admission to Meetings Act 1960)
To resolve that 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.

14. To consider any items referred from the main part of the agenda:

Staffing:

- a. Chairman of Staffing report.
- b. Line management structure.
- c. Library update.
- d. Operational staffing.
- e. Administration Job descriptions.
- f. Staff welfare.
- g. To note authorised Bereavement Leave.

15. Public Bodies (Admission to Meetings) Act 1960

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

16. Reports on exercise of delegated powers under policy.

17. Any other urgent staffing matters at the discretion of the Chairman.

18. Press releases.

19. Date of next meeting: Tuesday 15th January 2019 at 7:00 p.m.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

Declarations of Interest:

- a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at the meeting.
- c. To consider dispensations required.

Agenda Item	Pecuniary	Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting	Ongoing Dispensation	Dispensation Requested	No Interest Declared