

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 17<sup>th</sup> December 2013 at 7.00pm

**PRESENT:** Councillors: M Gee (Chairman), A Killea, W Phillips, D Yates

**ALSO PRESENT:** R Lane - Town Clerk

**APOLOGIES:** Councillors: J Brady, Mrs J Dent.

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **43/13/14      DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the Interim 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

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None			

#### **44/13/14      QUESTIONS FROM THE PUBLIC**

None

#### **45/13/14      HEALTH AND SAFETY**

No report.

#### **46/13/14      TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

The Town Clerk informed members of the opportunity to conduct in-house staff training for health and safety, fire safety and first aid by the council's health and safety advisors.

It was **RESOLVED** that the training be organised.

The Town Clerk reported that the Finance Officer had recently completed Sage and Excel training and that consideration would be given to procuring a Sage training passport next year for finance staff.

It was **RESOLVED** to note.

Members considered the Town Clerks attendance at the SLCC South West Regional Conference on February 13<sup>th</sup> 2014 at a cost of £69.

It was **RESOLVED** to approve attendance of the Town Clerk.

**47/13/14      BUDGET STATEMENTS**

- a. Current Committee budget statement

It was **RESOLVED** to note.

- b. Set a budget for 2014/15

It was **RESOLVED** that the budget as attached be submitted to the Policy and Resources precept meeting.

**48/13/14      STAFFING:**

- a. Report appointment of Caretaker/Handyperson (Temporary post until 31<sup>st</sup> March 2014)

The Chairman reported that following interviews a selection had been made however due to staffing reasons the appointment had not yet been made.

It was **RESOLVED to** note.

- b. Cover for Grounds Person

It was **RESOLVED** that contractors be engaged to cover the forthcoming absence of the Grounds Person.

- c. Request to pay professional membership fees

It was **RESOLVED** payment be made on the same basis as the training policy and be from the training budget.

**49/13/14      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

**50/13/14      CARETAKING STAFFING**

Members considered caretaking staffing.

It was **RESOLVED** the chairman will conduct a welfare visit in the new year.

**51/13/14      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

**52/13/14      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

No report.

**53/13/14      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

Members considered a letter regarding pay grades from a member of staff.

It was **RESOLVED** the Chairman send a letter of response to the member of staff.

**54/13/14      PRESS RELEASES OR ARTICLES REQUIRED**

None.

**55/13/14      DATE OF NEXT MEETING**

Tuesday 18<sup>th</sup> February 2014

Rising at 7.35 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_ 9<sup>th</sup> January 2014