

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 15th April 2014 at 7.00pm

PRESENT: Councillors: Mrs J Dent, M Gee, A Killeya, D Yates.

ALSO PRESENT: R Lane - Town Clerk

APOLOGIES: Councillors A Killeya (early departure), J Brady, W Phillips,

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/14/15 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

| Councillor | Agenda Item | Pecuniary/Non Pecuniary | Reason |
|------------|-------------|-------------------------|--------|
| None | | | |

02/14/15 QUESTIONS FROM THE PUBLIC

None

03/14/15 HEALTH AND SAFETY

None

The Chairman informed members agenda items 10 and 11 would be taken next.

04/14/15 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.

05/14/15 CARETAKING

The Chairman updated members on the long term sickness and welfare of a member of the caretaking staff.

It was **RESOLVED** to progress the fit for work support procedure.

06/14/15 **ADMINISTRATION OFFICER**

The Chairman updated members on the maternity leave of absence of the Administration Officer.

It was **RESOLVED** to note.

07/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

Councillor Killeya submitted his apologies and left the meeting.

08/14/15 **TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

1. The Chairman reported that following staff appraisals staff training as identified and requested is being considered.
2. The Chairman reported that South West Conference of Local Council Associations Regional Conference 2014 is taking place on Wednesday 30th April 2014 at the Best Western Tiverton Hotel at a cost of £65.

He reported that the programme includes a session on Neighbourhood Planning.

It was **RESOLVED** that Councillor Yates attend subject to his availability.

09/14/15 **BUDGET STATEMENTS**

- a. Current Committee budget statement

It was **RESOLVED** to note.

10/14/15 **STAFFING:**

- a. Report on appraisals

The Chairman reported that he had attended the quarterly staff meeting and that he and the Town Clerk had conducted the annual staff appraisals.

It was **RESOLVED** that:

1. Due to restricted staff time availability and the limited work experience benefit for students no further work experience students

will be taken on and that this year's student will work on the neighbourhood plan with the Mayor.

2. Due to operational demands administration staff training be programmed and paid for outside of normal working hours but within budget.
3. Additional events administration and staff costs conducted by administration staff (apart from Mayoral support by the Mayor's Secretary) are to be financed at an hourly rate by the event budget.

It was **RESOLVED** that incremental awards be implemented.

- b. Report on the retirement and re-appointment of the Macebearer

It was **RECOMMENDED** that:

1. The Deputy Macebearer be appointed to the position of Macebearer and that the vacant post of Deputy Macebearer be advertised for appointment and the post and contract be regularised.
2. The former Macebearer be presented with a formal letter and framed copy of the town seals from the council in recognition of his loyal service.

- c. Review renewal of Grounds person additional hours contract

It was **RECOMMENDED** that the Grounds Person additional hours contract be renewed for a further period of 12 months to 31st March 2015.

11/14/15 **TOWN CLERKS APPRAISAL**

The Chairman reported that the Mayor and himself had conducted the Town Clerk's appraisal.

It was **RESOLVED** that the Staffing Committee formally record its thanks for all his hard work, output and support for the council during last year.

12/14/15 **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

13/14/15 **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None

14/14/15 **PRESS RELEASES OR ARTICLES REQUIRED**

None

15/14/15 **DATE OF NEXT MEETING**

Tuesday 17th June 2014

Rising at 7.50 pm

Signed: _____
Chairman

Dated: _____ 1st May 2014