

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 16<sup>th</sup> September 2014 at 7.00pm

**PRESENT:** Councillors: Mrs J Dent, M Gee, Mrs S Hooper MBE, W Phillips, D Yates

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

**APOLOGIES:** Councillors A Killeya.

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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.

**45/14/15**      **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**46/14/15**      **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

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

**47/14/15**      **QUESTIONS FROM THE PUBLIC**

None

**48/14/15**      **HEALTH AND SAFETY**

No report.

**49/14/15**      **TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED**

The Town Clerk requested members consider planning training for the Administration Officer.

It was **RESOLVED** that planning training for the Administration Officer be approved.

**50/14/15**      **BUDGET STATEMENTS**

- a. Current Committee budget statement

It was **RESOLVED** to note.

**51/14/15**      **STAFFING**

- a. Report the Appointment of an Administration Officer

The Chairman notified members that Kerry Lee Broome had been appointed.

- b. Update on Grounds Person

The Chairman reported that the Grounds Person had now returned to full time duties.

It was **RESOLVED** to note.

**52/14/15**      **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.

**53/14/15**      **CARETAKING**

The Chairman updated members on the status to date.

It was **RESOLVED** to note.

**54/14/15**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**55/14/15**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**56/14/15**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

Reception Staffing

The Chairman informed members that a receptionist had resigned to take up another job.

Members discussed the reception posts in general and the issue of morning to afternoon handover.

It was **RESOLVED** that:

1. Recruitment to fill the post commence with immediate effect as per the recruitment policy.
2. The receptionists be consulted to determine if there is a need for a handover period and that any proposals leading from the consultation be put to the budget meeting for consideration.

**57/14/15 PRESS RELEASES OR ARTICLES REQUIRED**

None

**58/14/15 DATE OF NEXT MEETING**

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

Rising at 7.28 pm

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

Dated: \_\_\_\_\_