

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Special Staffing Committee held at the Guildhall on Tuesday 18<sup>th</sup> August 2015 at 7.00 p.m.

**PRESENT:** Councillors: Mrs J Dent (Vice Chairman), Mrs H Frank, (Deputy Mayor, ex-officio), M Gee (Chairman), W Phillips (Mayor, ex-officio).

**ALSO PRESENT:** Councillor R Austin, R Lane - Town Clerk.

**APOLOGIES:** Councillors: Mrs S Hooper MBE, 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.

**26/15/16** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**27/15/16** **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			

**28/15/16** **QUESTIONS FROM THE PUBLIC**

None

**29/15/16** **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.

**30/15/16**      **CEMETERY WARDEN**

To consider staffing at Churchtown Cemetery.

Members considered the operational and administrative budget implications and options for the required maintenance and Burial Authority responsibilities at the cemeteries relating to the anticipated long term absence and forthcoming retirement (1<sup>st</sup> March 2016) of the Cemetery Warden.

It was **RECOMMENDED** that the following be implemented up to 31<sup>st</sup> March 2015 to allow maintenance continuity and for a Burial Authority service to be provided whilst staff burial training and a full review of cemetery staffing and outside works takes place.

1. The Caretaker/Handyman be appointed and trained as interim (up to 5 hours per week) and thereafter reserve Cemetery Warden for Burial Authority and health and safety requirements.
2. The grounds maintenance of both cemeteries be conducted within the Community Payback Scheme contract. With a view to extending the works on a permanent basis to allow the Cemetery Warden to conduct works as required in town.
3. The purchase of additional equipment to facilitate the Community Payback employees to conduct the maintenance of both cemeteries.
4. Recruitment of a Cemetery Warden to commence training and duties as of 1<sup>st</sup> October 2015.
5. The Job Description of the Cemetery Warden be amended to include "To undertake duties and work as may be required at all council premises, facilities and land".
6. The sum of £28000 be drawn down from General Reserves to implement the above and cover Administration and Cemetery staff long term sickness costs.

**31/15/16**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**32/15/16**      **REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None

**33/15/16**      **ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

Living Wage Week

Members considered a request from the Cher Varya Group Ltd a fellow accredited Living Wage company in Cornwall for an expression of interest in the organisation of an event for all the living wage companies in Cornwall during the first week of November

It is proposed the event can be used for networking amongst the companies, celebration of the living wage and PR for all involved.

It was **RESOLVED** that Councillor Killeya consider and progress any participation.

**34/15/16**      **TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED**

None

**35/15/16**      **DATE OF NEXT MEETING**

Tuesday 20<sup>th</sup> October 2015

Rising at 7.45 pm

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

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