

## SALTASH TOWN COUNCIL

### **Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 20<sup>th</sup> October 2015 at 7.00 p.m.**

**PRESENT:** Councillors: Mrs J Dent, (Vice-Chairman), Mrs H Frank, (Deputy Mayor, ex-officio), Mrs S Hooper MBE, A Killeya.

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

**APOLOGIES:** Councillors: W Phillips (Mayor, ex-officio).

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Meeting commenced at 8.30 p.m.

Vice-Chairman in the chair

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **36/15/16      TO APPOINT A CHAIRMAN**

It was **RESOLVED** that Councillor Mrs J Dent be appointed Chairman and that Councillor Killeya act as Vice Chairman until the next meeting.

#### **37/15/16      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

#### **38/15/16      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			

#### **39/15/16      QUESTIONS FROM THE PUBLIC**

None

**40/15/16      HEALTH AND SAFETY**

The Town Clerk reported that health and safety inspections and risk assessments were up to date and that the newly appointed Cemetery Warden had received in house Health and Safety induction training.

It was **RESOLVED** to note.

**41/15/16      TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED**

It was **RESOLVED** that:

1. The report be noted.
2. The Cemetery Warden attend appropriate training up to a cost of £1000 subject to budget availability.
3. Appropriate staff receive First Aid training to ensure cover whenever the building is open.
4. The Administration Officer attend the CALC Working With Your Council course at a cost of £210 subject to budget availability.

**42/15/16      BUDGET STATEMENTS**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**43/15/16      TO NOTE THE PENSION AUTO ENROLMENT DATE OF 1<sup>st</sup> JULY 2016 AND TO CONFIRM CORNWALL COUNCIL WILL BE THE CHOSEN PENSION PROVIDER FOR AUTO ENROLMENT EMPLOYEES**

It was **RECOMMENDED** to note the enrolment date and confirm Cornwall Council will be the chosen pension provider for all employees.

**44/15/16      TO CONSIDER THE APPOINTMENT OF ENFORCEMENT OFFICERS – COUNCILLOR MRS H FRANK**

It was **RESOLVED** to:

1. Refer the item to the next meeting pending a report.
2. If no report is received then the item to be disregarded.

**45/15/16      STAFFING**

a. Cemetery Warden Appointment

It was **RESOLVED** to:

1. Note the appointment of a new Cemetery Warden.
2. That the contracted hours be revised to be worked between 8 am and 6 pm over 7 days on a flexible basis as the new post requires with the agreement of the post holder.

b. Temporary Administration Assistant Appointment

It was **RESOLVED** to note the appointment of a temporary agency appointed Administration Assistant.

c. Senior Administration Officer Update

The Town Clerk updated members on the current status of the Senior Administration Officer.

It was **RESOLVED** to note.

d. Cemetery Warden Update

The Town Clerk updated members on the current status of the Cemetery Warden.

It was **RESOLVED** to note.

**46/15/16      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.

**47/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**48/15/16      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None

**49/15/16     ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION  
OF THE CHAIR**

None

**50/15/16     TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED**

None

**51/15/16     DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> December 2015 – Budget Setting

Rising at 8.59 pm.

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

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