

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 15th December 2015 at 7.00 p.m.

PRESENT: Councillors: Mrs J Dent, (Chairman), J Brady, W Phillips (Mayor, ex-officio).

ALSO PRESENT: Councillor: Mrs J Rance, R Lane - Town Clerk, Mrs A Browne – Finance Officer.

APOLOGIES: Councillors: Mrs H Frank, (Deputy Mayor, ex-officio), Mrs S Hooper MBE, A Killeya.

HEALTH AND SAFETY ANNOUNCEMENTS

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

52/15/16 TO APPOINT A VICE CHAIRMAN

It was **RESOLVED** to appoint Councillor Brady.

53/15/16 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

54/15/16 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			

55/15/16 QUESTIONS FROM THE PUBLIC

None

56/15/16 HEALTH AND SAFETY

The Town Clerk reported that health and safety works at Pillmere as required by the council's insurance company have been conducted by contractors and that the Caretaker/Handyman is carrying out regular health and safety recorded checks.

The Town Clerk confirmed the Guildhall has a fire log and that the Caretaker/Handyman conducts regular recorded fire checks and inspections of the building and fire alarm system.

57/15/16 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED

It was **RESOLVED** that:

1. The Finance Officer receive Microsoft Excel 2013 Intermediate and Advanced training at a cost of £285.
2. The Town Clerk attend all Calc Larger Councils Committee Meetings and Clerks Meetings as work commitments allow.
3. The Administration Officer and Receptionist P.M. attend Paperless Planning Training on 28th January 2016 at St Austell – One Stop Shop.
4. The Finance Officer and Administration Officer attend Local Government Pension Scheme (LGPS) – Employer Training in Cornwall on Wednesday 10th February 2016 at a venue to be arranged in mid Cornwall.
5. As no cemetery management or COTS training for the new Cemetery Warden is currently or foreseeably available in Cornwall or the surrounding counties the Town Clerk facilitate training at the Guildhall on a cost effective basis.

58/15/16 BUDGET STATEMENT

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

59/15/16 LIVING WAGE INCREASE

Members considered the increase in the living wage effective from October 2015

It was **RECOMMENDED** to increase pay to reflect the living wage and increase subsequent pay points for all staff to maintain differentials as of October 2015.

60/15/16 DEVOLUTION

It was **RECOMMENDED** that:

1. The establishment of a Deputy or Assistant Town Clerk full time post be deferred to the Full Council Planning meeting to be held on Tuesday 19th January 2016.
2. Responsibility for minute taking at meetings be included in the job description for a Deputy or Assistant Town Clerk post.
3. The Receptionists' hours be increased by half an hour each day to accommodate an increasing work load and allow for the Guildhall to open from 9 a.m. to 5 p.m. from 1st April 2016.
4. The post of Handyman/Caretaker be made full time, retitled Grounds and Premises Warden and be upgraded two spinal points from point 11 to 13 from 1st April 2016.
5. Staff members using their own vehicles to transport council petrol and machinery receive payment to cover the upgrade of their insurance from social domestic and pleasure to include business use.

61/15/16 TO CONSIDER A REQUEST FOR ENFORCEMENT OFFICERS – COUNCILLOR HILARY FRANK

It was **RESOLVED** not to progress and that the Mayor will monitor the situation.

62/15/16 STAFFING

- i. Christmas Closure.

It was **RESOLVED** to note the Mayor has given staff a Saltash Day on the 24th December 2015 and that the Guildhall will be closed on 24th December 2015 reopening on 4th January 2016.

- ii. Senior Administration Officer

Members received an update.

It was **RESOLVED** to note.

iii. Cemetery Warden

Members received an update.

It was **RESOLVED** to note.

**63/15/16 TO SET THE STAFFING BUDGET FOR 2016/17 AND TO NOTE
AUDIT REGULATIONS REQUIRE A THREE YEAR FORECAST**

It was **RECOMMENDED** that:

1. The Town Sergeants remuneration for attending Civic Events be increased from £25 to £50 per attendance.
2. The Mace Bearers remuneration for attending Civic Events be increased from £20 to £25 per attendance.
3. The Town Criers remuneration for attending Civic Events remain at £25 per attendance.

It was **RESOLVED** that the attached budget be approved by Full Council.

64/15/16 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.

65/15/16 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

**66/15/16 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER
POLICY**

None

**67/15/16 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION
OF THE CHAIR**

None

68/15/16 TO CONSIDER PRESS RELEASES OR ARTICLES REQUIRED

None

69/15/16 DATE OF NEXT MEETING

Tuesday 16th February 2016

Rising at 9.05 p.m.

Signed: _____
Chairman

Dated: _____