

## SALTASH TOWN COUNCIL

### Minutes of an Extraordinary Meeting of the Staffing Committee held at the Guildhall on Monday 10<sup>th</sup> July 2017 at 4:00 p.m.

**PRESENT:** Councillors: J Brady, G Challen, J Rance, D Yates, (Deputy Mayor ex-officio).

**ALSO PRESENT:** R Lane - Town Clerk, A Browne – Finance Officer (part of meeting).

**APOLOGIES:** Councillors: J Dent (Mayor, ex-officio), G Taylor.

---

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**16/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**17/17/18** **DECLARATIONS OF INTEREST**

- a. Declarations from Members of any registerable (5A of the 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			

**18/17/18** **QUESTIONS FROM THE PUBLIC**

None.

**19/17/18** **STAFFING**

- a. To consider the post of Finance Officer.

It was unanimously **RECOMMENDED** that:

1. The post as from the appointment date be uplifted from a permanent 25 hour per week post to a permanent full time post at 37 hours per week.

Any additional costs to be met from the Staffing EMF.

2. An offer from the outgoing Finance Officer to provide on a self-employed basis telephone and office based assistance, advise, sickness and holiday cover be adopted.
3. An office at Belle Vue to accommodate the Finance Officer and up to one other be rented off the CIC.

The Town Clerk to obtain further details and costs.

**20/17/18      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.

**21/17/18      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**22/17/18      REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY**

None.

**23/17/18      ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR**

None.

**24/17/18      PRESS RELEASES**

None.

**25/17/18      DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> September 2017 at 7.00 p.m.

Rising at: 4.30 p.m.

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

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