

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Staffing Committee held at the Guildhall on Tuesday 19th September 2017 at 7.00 p.m.

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

ALSO PRESENT: 1 Member of the public, R Lane - Town Clerk.

APOLOGIES: Councillor: J Brady,

HEALTH AND SAFETY ANNOUNCEMENTS

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

36/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

37/17/18 **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			

38/17/18 To note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and Commissioning of Youth Work.

It was **RESOLVED** to note.

39/17/18 To note an on-going dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

40/17/18 QUESTIONS FROM THE PUBLIC

None.

41/17/18 HEALTH & SAFETY

It was **RESOLVED** to note.

42/17/18 TRAINING

- a. To consider training requests and to report back on training attended.

It was **RESOLVED** to:

- 1. Note the report.
 - 2. Approve Excel Intermediate and Expert training for the Finance Officer at a cost of £284 from the training budget.
- b. To consider street works permit and certification for the Grounds and Premises Warden.

It was **RESOLVED** to approve the training at a cost to be confirmed authorised under the Chairman's delegated authority from the training budget.

43/17/18 TO CONSIDER AMENDMENT OF THE RECRUITMENT POLICY

It was **RESOLVED** to approve.

44/17/18 BUDGET STATEMENTS

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

45/17/18 STAFFING

- a. Emerging staff structure.

It was **RESOLVED** to defer to the next meeting pending a meeting of the Chairman, Vice Chairman and Town Clerk.

- b. To review additional administration support to 29th September 2017.

It was **RESOLVED** to approve the continued additional administration support by the Receptionist P.M. Monday to Friday 9 a.m. – 12 p.m. until 31st December 2017.

- c. Operational staffing.
(Pursuant to Extraordinary Meeting held 10.08.2017 Minute no. 29/17/18)

It was **RESOLVED** to defer to the next meeting and the item be considered within the emerging staff structure review.

- d. To consider the appointment of a Town Crier.
(Pursuant to Staffing Committee 20.06.2017 Minute no. 10/17/18c)

It was **RESOLVED** that:

1. The job description be approved.
 2. A Town Crier be recruited to commence duties as of 1st April 2018.
 3. Councillor Challen will lead with support from Staffing Committee members and administration support from the Receptionist P.M. to organise the advertising and recruitment to include a selection competition.
 4. Advertising for the post be by press releases, publication of articles in the messenger and promotion on all social media platforms.
 5. The budget for the uniform, competition fees, society membership fees and travel expenses be set at the precept meeting.
- e. To approve job descriptions for the Town Sergeant, Mace Bearer and Town Crier.

It was **RESOLVED** to approve.

- f. Forward planning for staffing and accommodation.
(Pursuant to Business Strategy and Forward Planning Working Party 02.08.2017 note no. 11/17/18(1))

It was **RESOLVED** to defer the item for further consideration pending the outcome of the emerging staff structure review.

46/17/18 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.

a. Staff Welfare

It was **RESOLVED**:

1. To approve stress management training for all staff and provide the opportunity for members should it be requested.
2. The Mayor organise a councillor and staff pre-Christmas drinks social event.

47/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

48/17/18 REPORTS ON EXERCISE OF DELEGATED POWERS UNDER POLICY

None.

49/17/18 ANY OTHER URGENT STAFFING MATTERS AT THE DISCRETION OF THE CHAIR

None.

50/17/18 PRESS RELEASES

It was **RESOLVED** to issue a press release and article on all social media regarding the recruitment of a Town Crier.

51/17/18 DATE OF NEXT MEETING

Tuesday 21st November 2017 at 7.00 p.m.

Rising at 8.36 p.m.

Signed: _____
Chairman

Dated: _____