



# Saltash Town Council

Konsel An Dre Essa



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

15<sup>th</sup> November 2017

Dear Councillor,

I write to summon you to a meeting of the **Staffing Committee** to be held at the Guildhall on **Tuesday 21<sup>st</sup> November 2017 at 7.00pm.**

Yours sincerely,

R Lane  
Town Clerk

To: Councillors

J Brady	J Dent (Mayor, ex-officio voting)
G Challen	D Yates (Deputy Mayor, ex-officio voting)
J Rance – Chairman	
G Taylor – Vice-Chairman	Other members of the council for information

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## AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies
4. Declarations of Interest:
  - a. To receive any 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
  - c. To consider dispensations required
  - d. To Note ongoing dispensations:
    - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
    - ii. 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.
5. Questions from the public
6. Health and Safety
7. To consider training requests and to report back on training attended
8. Staffing:
  - a. Emerging staff structure
  - b. To review additional administration support
  - c. Operational staffing

**Pursuant to BB 11.10.2017 Minute no. BB38/17/18**

**UPKEEP OF THE CEMETERY**

It was **RESOLVED** that the Staffing Committee review personnel levels to meet operational requirements.

- d. Forward planning for staffing and accommodation
  - e. Christmas opening hours and leave
  - f. Staff welfare
9. Budget statements

- a. To receive the current Committee budget statement
  - b. To set the Committee budget for 2018/19
10. To consider a request from Pluss for a work experience placement
11. 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
12. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
13. Reports on exercise of delegated powers under policy
14. Any other urgent staffing matters at the discretion of the Chair
15. To consider any press releases or articles required
16. Date of next meeting: Tuesday 16<sup>th</sup> January 2018