



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

22nd January 2020

Dear Councillor,

I write to summon you to a meeting of the **Personnel Committee** to be held at the Guildhall on **Tuesday 28th January 2020 at 6:30 p.m.**

Yours sincerely,

R Lane
Town Clerk

To:

G Challen - (Mayor, ex-officio)	Other members of the council for information
J Dent	
M Fox	
M Parker	
J Rance – Vice Chairman	
B Samuels – Chairman	

AGENDA

1. Health and Safety Announcements.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.
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.
5. Budget statements:
 - a. To receive the current Committee budget statement.
6. To consider Risk Management reports as may be received.
7. Cornwall Pension Fund – Draft Funding Strategy Statement.
8. To consider training requests and to report back on training attended.
9. Christmas Operational Hours 2020.
10. Staffing:
 - a. To consider the vacant post of the Senior Library Information Assistant.
 - b. To consider the recruitment process for casual appointments.
 - c. To consider other staffing business.
 - d. Key worker travel.
11. To consider any items referred from the main part of the agenda.
12. Reports on exercise of delegated powers under policy.
13. Any other urgent staffing matters at the discretion of the Chairman.
14. Press and social media releases.
15. Date of next meeting: Tuesday 24th March 2020 at 6:30 p.m.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

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Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting and did not Vote	Ongoing Dispensation	Dispensation Requested	No Interest Declared