

PADSTOW TOWN COUNCIL

Unit 5b
Trecerus Industrial Estate
Padstow
Cornwall
PL28 8RW

Kathy Pemberton
Town Clerk
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14 June 2017

TO: STAFFING COMMITTEE

Councillors R Buscombe, A Rickard, A E Symons, D N Vivian and Mrs T Walter

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** at the Council Offices, Unit 5b Trecerus Industrial Estate, Padstow on **Tuesday 20 June 2017 at 6.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kathy Pemberton'.

Kathy Pemberton
Town Clerk

A G E N D A

Press & Public are invited to attend

1. Election of Chairman/Vice Chairman
 - i) To **ELECT** Committee Chair
 - ii) To **ELECT** Committee Vice-Chair (if Committee so wishes)
2. To receive **apologies for absence**
3. To receive **announcements** (if any): For information only
4. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
5. **Public Participation**: to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
6. **To agree the minutes** of the meetings held on **Tuesday 21 March 2017**
7. **Committee Terms of Reference**: To receive the Committee's Terms of Reference and make recommendations for amendment to Council
8. **Date of Next Meeting**: Tuesday 19 September 2017 at 6.00 pm

9. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
10. **To agree the confidential minutes** of the meeting held on **Tuesday 21 March 2017**
11. **Staff Update and Issues:** To receive an update on latest issues and discuss and decide on way forward.
12. **Overtime, Sick Leave and Training:** To note update for information.