

PADSTOW TOWN COUNCIL

Unit 5b Treceerus Ind Est
PADSTOW
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5 June 2013

TO: STAFFING COMMITTEE

Councillors F J Bealing, R Buscombe, A Rickard, Mrs A Symons and Mrs T Walter

Dear Member

I hereby give you notice that a Meeting of the **Staffing Committee** will be held at the **Council Offices, Unit 5b Treceerus Industrial Estate, Padstow** on **Tuesday 11 June 2013** at **6.00 pm**.

All Staffing Committee Members are hereby summoned to attend for the purpose of considering and resolving upon the business as set out hereunder.

Yours faithfully

Kathy Pemberton
Town Clerk

AGENDA

Press & Public are invited to attend

- 1. Election of Chairman:** To **ELECT** Committee Chair.
- 2.** To receive **apologies for absence**
- 3.** To receive **announcements:** for information only
- 4.** To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council 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 & standing orders.
- 6. Committee Terms of Reference:** To review the Committee's terms of reference and make any recommendations for amendment to Council (if necessary) (**Pages 1-2**)
- 7. Public Bodies (Admission to meetings) Act 1960:** To **RESOLVE** that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded.

- 8.** To **agree** the **minutes** of the meetings held on **2 April 2013**.
(Pages 3-4)
- 9. Town Clerk's Contract and Salary:** to discuss and decide on Town Clerk's completed probationary period and salary ***(Report enclosed in envelope)***
- 10. Management of Outside Staff:** to be updated on current arrangements and discuss and decide on the preferred way forward for the management of outside staff and likely implications on both outside and inside staff. **(to be tabled)**
- 11. Seasonal Staff Update:** to receive an update on seasonal staff arrangements.
- 12. Overtime, Sick Leave and Training:** To note update for information **(Pages 5-6)**
- 13. Date of Next Meeting: Tuesday 17 September 2013 at 6.00 pm**