

PADSTOW TOWN COUNCIL

Unit 5b Treceus Ind Est
PADSTOW
Cornwall
PL28 8RW

Kathy Pemberton
Town Clerk
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9 July 2014

TO: STAFFING COMMITTEE

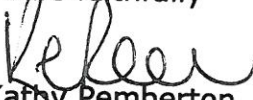
Councillors A Rickard (Chairman), F J Bealing, R Buscombe, Mrs A Symons and Mrs T Walter

Dear Member

I hereby give you notice that a Meeting of the **Staffing Committee** will be held at the **Council Offices, Unit 5b Treceus Industrial Estate, Padstow** on **Tuesday 15 July 2014** 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

Please note start time of this meeting

AGENDA

Press & Public are invited to attend

- 1. To receive apologies for absence**
- 2. To receive announcements:** for information only
- 3. To receive declarations of interest** relating to items on the agenda in accordance with Padstow Town Council code of conduct.
- 4. 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.
- 5. To agree the minutes** of the meetings held on **18 March** and **3 June 2014**
- 6. Date of Next Meeting: Tuesday 16 September 2014**
- 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 **confidential minutes** of the meetings held on **18 March** and **3 June 2014**
9. **Zero Tolerance Policy:** To receive an update on this policy and discuss and decide on a way forward.
10. **Padstow Town Council Employee Handbook:** To discuss and decide on updated Employee Handbook following further advice from Ellis Whittam for agreement.
11. **Responsible Financial Officer:** To consider a request as outlined in the correspondence and discuss and decide on a way forward.
12. **Staffing Update and Issues:** To receive an update on latest issues and discuss and decide on the way forward.
13. **Overtime, Sick Leave and Training:** To note update for information.