

# PADSTOW TOWN COUNCIL

Unit 5b  
Trecerus Industrial Estate  
Padstow  
Cornwall  
PL28 8RW

Kathy Pemberton  
Town Clerk  
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28 May 2014

**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 Trecerus Industrial Estate, Padstow** on **Tuesday 3 June 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

A handwritten signature in black ink, appearing to read 'Kathy Pemberton', written over a horizontal line.

Kathy Pemberton  
Town Clerk

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## AGENDA

### 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: **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.** To **agree** the **minutes** of the meeting held on **18 March 2014 (Page 1)**
- 7. Committee Terms of Reference:** To review the Committee's terms of reference and make any recommendations for amendment to Council (if necessary) (**Pages 2-5**)

- 8. 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.
- 9. To agree the confidential minutes** of the meetings held on **18 March 2014 (Pages 6-8)**
- 10. Maternity Leave Cover:** To receive an update and discuss and decide on the way forward **(Page 9)**
- 11. Seasonal Staff Update:** to receive an update on seasonal staff arrangements and discuss and decide on the way forward **(Page 9)**
- 12. Date of Next Meeting: Tuesday 16 September 2014 at 6.00 pm**