



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 11<sup>th</sup> September 2025 at 7.00pm in the Council Committee Room, York Road, Torpoint to which all members of this Committee are summoned to attend.

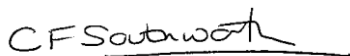
### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
  - 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) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
- 3. Minutes of the previous meeting.**

Minutes of the previous Personnel Committee meeting held on Thursday 12<sup>th</sup> June 2025.
- 4. Council Staffing**

**Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.**

  - Organisational structure and design. Staff training, completed and forthcoming, including Health & Safety. Training log for employees, Members and volunteers.
  - Human Resources and Personnel matters, including any recruitment of employees.
- 5. To consider Policies referred to this Committee.**
  - a) Resolution Policy (to follow).
- 6. To consider the Council Risk Management.**
  - a) Budget Variance – Personnel Committee responsibilities (July 2025 Budget Variance) and Overtime.
- 7. Items referred to this Committee.** a) None.
- 8. Correspondence.**
  - a) Letter of thanks for training opportunity – Mr A Cannon (as circulated).
  - b) Happy Living Wage anniversary, Torpoint Town Council (as circulated).
- 9. Climate and Environmental Action Plan.**
  - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** Thursday 11<sup>th</sup> December 2025.
- 11. Any Business that has been disclosed to the Chairman and members prior to the meeting.**

  
C F Southworth

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC  
Town Clerk and RFO

Friday 5<sup>th</sup> September 2025