



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Monday 19th January 2026 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 11th September 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. Performance Reviews
- Human Resources and Personnel matters, including any recruitment of employees.
- To consider: A review of existing pay scales for all employees, which proposals from 1st April 2026, which including the increases as detailed (as circulated in the Personnel update).

5. To consider Policies referred to this Committee.

- a) None.

6. To consider the Council Risk Management.

- a) Budget Variance – Personnel Committee responsibilities (December 2025 Budget Variance as previously circulated) and Overtime (as circulated in the Personnel update).

7. Items referred to this Committee. a) None.

8. Correspondence.

- a) To consider and make a recommendation for changes to Payroll Services, being delivered by Cornwall Council – Cornwall Council (as circulated).

9. Climate and Environmental Action Plan.

- a) To consider the actions relating to this Committee.

10. Date of next meeting. Thursday 12th March 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

Tuesday 13th January 2026