



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Monday 19<sup>th</sup> January 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin (Town Mayor) (Chairman), Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. S Bickle, G J Davis, M G Spurling and C R Still plus the Town Clerk & RFO (Clerk).

	ACTION
<b>23-25Pers Apologies for absence</b> None.	
<b>24-25Pers Declarations of Interest relating to items on the Agenda</b> 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.	
<b>25-25Pers Minutes of the previous meeting</b> It is <b>resolved</b> the minutes of the meeting held on Thursday 11 <sup>th</sup> September 2025, as circulated, were taken as read, confirmed and signed by the Chairman.	
<b>26-25Pers Council Staffing</b> a) Council Staffing Report: - <b>Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions.</b>  The Chairman (Councillor Mrs. J M Martin) made the proposal, which was seconded by the Deputy Mayor (Councillor Mrs. C E Goodman) and it was <b>resolved</b> that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of <b>part</b> of the discussion.  It was <b>resolved</b> that the public and press be re-admitted to the meeting for those non-confidential items.  The Clerk had circulated an update, summarised below: <b>Training and CPD</b> Operations Manager booked on Chapter 8 "Guidance for temporary traffic management and safety measures on roads" at Falmouth Town Council 11 <sup>th</sup> February. <b>2026/27 thoughts:</b> <ul style="list-style-type: none"> <li>➤ Parks training, RPII Routine Examination Caretakers for four people <b>£1,655</b></li> <li>➤ Parks training, RPII Operational Examination for Operations Manager <b>£2,320</b></li> <li>➤ Renew DBS checks for the team.</li> <li>➤ Chainsaw refresher for Operations Manager (Christmas tree) <b>£400</b></li> <li>➤ Manual handling refresher all staff, last course was Sept 2022, approx. <b>£400.</b></li> </ul>	

### Community Hub and Library staff and volunteer training

- A number of the team – Library Manager and three Support Assistants (possibly a couple more) need Mental Health First Aid Training. This can be done face to face or online. Costs covered mostly by Public Health and it is £35.50 per person.
- ASSIST, Suicide Intervention Training, as above mainly covered by Public Health, its £36.00 per person, online or face to face. Alternatively, these courses can be brought in for a closed group, not sure the cost, probably the same per person but can investigate this as an option.
- After discussion about the Adult Ed provisions, CH&LDM would be very interested to attend.
- LG would like to attend a 10-week course in Plymouth, Introduction to Deaf Awareness and BSL (6pm start). Course is free of charge, either pay her to attend (2.5 hours per session, total 25 hours) or accrue TOIL.

### Council Offices Staff

- Town Clerk recorded sufficient CPD points by December '25 to maintain Fellow status with SLCC.
- Support Officer signed up to / started the SLCC Principals of Internal Auditing Local Councils (PIALC). When complete, by March '26, will award a further 8 CPD points for 2025/2026 – achieving above the threshold for Student membership with SLCC.

Following consideration of these proposals, it is **recommended** to agree the following training activities for the 26/27 financial year, as they fall within budget levels:

- Parks training, RPII Routine Examination Caretakers for four people **£1,655**
- Renew DBS checks for the team.
- Manual handling refresher all staff, last course was Sept 2022, approx. **£400.**
- Agree TOIL for LG to attend 10-week free of charge course.

**Council**

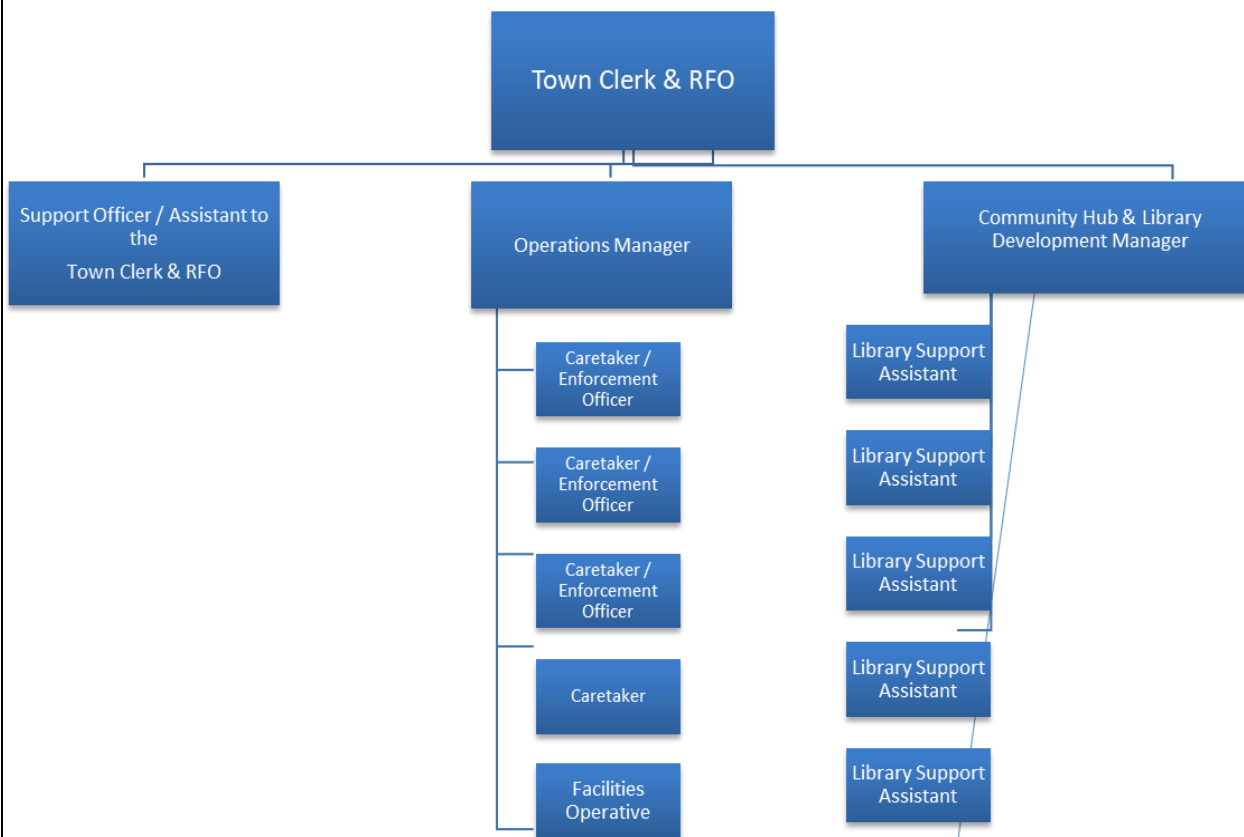
### Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 29 <sup>th</sup> September – Sunday 2 <sup>nd</sup> November	61	42	103
Monday 3 <sup>rd</sup> November – Sunday 30 <sup>th</sup> November	113.5	38.5	148
Monday 1 <sup>st</sup> December - Sunday 4 <sup>th</sup> January 2026	36	35.5	71.5

### Other areas for consideration

1. Performance Reviews, nearly all are complete.
2. Assertion 10 is coming in the 2025/26 AGAR. Clerk has been undertaking training and is liaising with the IT provider to ensure website compliance.
3. Brian White – Accountant: "Confirm my earlier indications that I have finally decided to hang up my calculator and retire for the second time." He will not be undertaking any future year-end or budget support work. Clerk, as RFO, to consider how the year-end accounts and AGAR will be produced at the end of this financial year.
4. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary

## Town Council Organisation Chart January 2026



Following consideration of the information previously shared regarding salary increase proposals for 2026/27, the Clerk is directed to review the employees' Contracts of Employment also ensure information presented regarding scale ranges is accurate and aligns with current Job Descriptions. Once this review is undertaken another meeting of this committee will be called to re-consider.

Clerk

### **27-25Pers To consider Policies referred to this Committee.**

a) None.

### **28-25Pers To consider the Council Risk Management.**

a) Budget Variance – Personnel Committee responsibilities (December 2025 Budget Variance): - The Clerk highlighted the 3rd quarter salaries invoice has been received and was authorised at the January '26 council meeting, budget remaining is slightly below 22% for the final quarter. It is therefore anticipated, the salaries expenditure for 25/26 will exceed budget, by approximately 2 – 3%.

### **29-25Pers Items referred to this committee.**

a) None.

**30-25Pers Correspondence.**

a) To consider and make a recommendation for changes to Payroll Services, being delivered by Cornwall Council: -

Following a recent audit at Cornwall Council, it was identified that employees of Torpoint Town Council do not fall under the Cornwall Council employment umbrella. In line with Cornwall Councils governance and compliance obligations, they now need to ensure that non-Cornwall Council employees are removed from their payroll. With this in mind, the town council will need to apply to HMRC for an employer PAYE number. Cornwall Council has offered to continue providing payroll services, as we need to move to our own, with effect from 1<sup>st</sup> April 2026.

Charges to be applied are as follows (a slight increase):

- Current price £120 a month, (15 employees, £8.00 per payslip)
- 1 year offer - £10.90 per payslip
- 3-year offer - £10.25 per payslip
- Optional BACS charge – A charge applied by our BACS providers for a new payroll, so our employees can be paid and 3<sup>rd</sup> party payments (HMRC Pensions etc) on our behalf - £1,200 a year.

Following consideration of the proposals, it is **recommended** to: -

- i) Agree and delegate to the Clerk to set up and then sign a Service Level Agreement between Cornwall Council and the Town Council to enable Cornwall Council to continue to provide payroll services;
- ii) Accept the 3-year offer of £10.25 charge per payslip;
- iii) Research the town council setting up the online BACS payment from the council's bank account, in order to save this expenditure, with a view to delegating to the Clerk to setting this payment up on a monthly basis.

Clerk to apply to HMRC for an employer PAYE number.

**Council**

Clerk

**31-25Pers Climate and Environmental Action Plan.**

a) Nothing further to update.

**32-25Pers Date of next meeting**

a) Thursday 12<sup>th</sup> March 2026.

**33-25Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.06pm \_\_\_\_\_ Chairman