

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Thursday 12th March 2026 at 7.00pm in the Mayor's Parlour, 1 – 3 Buller Road, Torpoint to which all members of this Committee are summoned to attend.

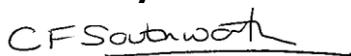
AGENDA

- 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 Monday 19th January 2026.
- 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.
- 5. To consider Policies referred to this Committee.**
 - a) Training, Learning and Development Policy (to follow).
- 6. To consider the Council Risk Management.**
 - a) Budget Variance – Personnel Committee responsibilities (January 2026 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 note: An update on our Accreditation Fees – Living Wage Foundation (as circulated).
 - b) To consider and seek authorisation to delegate to the Clerk to arrange payment authorisation of Salaries/Mayor's Allowance Quarter 4 invoice (January – March 2026), in order to pay before year-end 31st March 2026, recording detail on next meeting agenda after payment.
- 9. Climate and Environmental Action Plan.**
 - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** Thursday 11th June 2026.
- 11. Any Business that has been disclosed to the Chairman and members prior to the meeting.**



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

Friday 6th March 2026