

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Personnel Committee will be held on Monday 27th April 2026 at 7.00pm in the Committee Room, York Road, Torpoint to which all members of this Committee are summoned to attend.

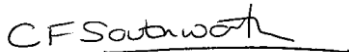
AGENDA

- 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 12th March 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.

 - To update on the recruitment of a Casual Caretaker;
 - To consider: A review undertaken of the Job Description for the Operations Manager and spinal pay scale, with a proposal to update the Job Description and spinal point for the Operations Manager, back dated to 1st April 2026 (Paper to follow).
- 5. To consider Policies referred to this Committee.**
 - a) None.
- 6. To consider the Council Risk Management.**
 - a) Budget Variance – Personnel Committee responsibilities (March 2026 Budget Variance as previously circulated).
- 7. Items referred to this Committee.** a) None.
- 8. Correspondence.**
 - a) None.
- 9. Climate and Environmental Action Plan.**
 - a) To consider the actions relating to this Committee.
- 10. Date of next meeting.** June 2026 – date to be agreed.
- 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

Monday 20th April 2026