



Minutes of the Meeting of
SALCOMBE TOWN COUNCIL STAFFING COMMITTEE
held in the Library of Cliff House, Salcombe
at 11:15am on Thursday 23rd November 2023

COUNCIL MEMBERS PRESENT * - Attendance; A- Absent; N - No Apologies Received

Cllr Jess Denny	*
Cllr Kizzy Sims-Stirling	*
Cllr Christine Milton	*
Cllr Craig Niven	*

1. APOLOGIES

None received

2. DECLARATIONS OF INTEREST

To invite Members to declare any pecuniary interests and non-pecuniary interests that they may have in any matters to be considered at this meeting; and to note that a Member with a disclosable pecuniary interest, in any matter must, withdraw from the Chamber at the commencement of the consideration of that business or, if later, the time at which the interest becomes apparent, whilst also considering if there had been any changes.

None declared

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE HR & STAFFING COMMITTEE MEETING ON:

- Thursday 6th October 2023

RESOLVED to postpone until next meeting

4. EXCLUSION OF PUBLIC AND PRESS

RESOLVED given confidential nature of this meeting none allowed.

5. OFFICE AND STAFFING MATTERS

Members considered the workload and varying priorities of the Council, the administration and management of these and impact on working hours and **RESOLVED** to:

- i. Prioritise the following from the Town Clerk's action log; in order of importance:
 1. Minutes published within a week of meeting
 2. Budget setting. Working group meeting Friday 1st Dec 10.30
 3. VAT & Scribe
 4. Staff Contracts - Craig to assist
 5. Lease SIC and Museum - Jess to assist
 6. Council Building Insurance Checks
 7. P3 Project
 8. Salcombe Players storage in Mortuary Building - Jasper to assist
 9. SHDC S106/OSSR - Christine to assist
 10. SHDC Community Economic Plan
- ii. Have a permanent agenda item added to every monthly council meeting to discuss the above list and add delete as appropriate
- iii. Minutes and resolutions for this agenda item are confidential
- iv. Council Office to be shut for Christmas New Year period from 22nd Dec to 4th Jan inclusive.



Meeting ended: 11:45am

Minutes approved: *Craig Niven*

8th April 2024

Head of Staffing Committee.