



SALCOMBE TOWN COUNCIL

HR & Staffing Committee

Dear Councillor,

You are summoned to attend the meeting of Salcombe Town Council HR & Staffing Committee to be held at Hannaford's Landing, Salcombe at 9:30am on Friday 22nd November 2024.

SD Jones
Town Clerk

18th November 2024

AGENDA

1. APOLOGIES

To receive and note

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.

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

- o Wednesday 16th October 2024

and if approved for the Chair to sign as a true and correct record.

4. EXCLUSION OF PUBLIC AND PRESS

To consider a resolution that in view of the nature of the business about to be transacted at agenda item 5 below it is advisable, in the public interest, that the public and press be temporarily excluded.

5. OFFICE AND STAFFING MATTERS

- i. Ratify procurement training for Town Clerk to be held on 25th January 2025 at a cost of £35
- ii. To consider cemetery training for the Operations Support Officer:
 - a. Cemetery Management Compliance Course (training through Institute of Cemetery & Crematorium Management - £190+VAT
 - b. Exclusive Rights of Burial Course training through Institute of Cemetery & Crematorium Management (ICCM) - £190 +VAT
- iii. Consider opening hours over Christmas holidays
- iv. Consider applications for Deputy Clerk vacancy and the next steps
- v. Review Town Clerk pay scale
- vi. Consider changing pension from NEST to LGPS
- vii. Review Officers' contracts

6. Next Meeting

Consider date of next HR & Staffing Committee meeting