



# Wadebridge Town Council

The Town Hall, The Platt, Wadebridge, Cornwall PL27 7AQ  
Telephone: 01208 812643

Town Mayor – Cllr A Pennington

Town Clerk – Anne Minnis

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Dear Councillor,

14 July 2022

You are hereby summoned to attend a meeting of the Staffing Committee which will be held in the Victoria Room at Wadebridge Town Hall on Wednesday 20 July 2022 at 10.15am for the transaction of the business shown on the Agenda below.

**This is a physical meeting** with a number of Covid secure measures which are shown in the Appendix to this Agenda.

A handwritten signature in black ink, appearing to read 'Anne Minnis', is written over a light grey rectangular background.

Anne Minnis  
Town Clerk

**THE PRESS & PUBLIC ARE INVITED TO ATTEND**

# **AGENDA**

**Housekeeping** – Chairman to advise of evacuation routes in case of an emergency and remind all those present of the following:

- That the meeting may be filmed or recorded.
- Members and members of the public to turn mobile phones to silent.
- Should a Member or member of the public wish to film or photograph the meeting please sit in the 'Film/Photograph Area'.
- Members of the public, children or vulnerable persons who do not wish to be filmed or photographed please sit in the 'No Film/Photograph Area'.

**1. To appoint a Chairman for 2022/23**

**2. To appoint a Vice Chairman for 2022/23**

**3. To receive and approve apologies for absence.**

**4. To receive Declarations of Interest**

**a) Pecuniary Interests**

*Declare those interests which have been declared on your Register of Interests relevant to the Agenda of the meeting. Whenever the item is being discussed, including public participation, Councillors must leave the room and not take part in the discussion and decision.*

**b) Non-Registerable Interests**

*Declare non-registerable interests at the start of the meeting or whenever the interest becomes apparent. When the item is being discussed, including public participation, Councillors must leave the meeting and not take part in the discussion or decision.*

**c) Dispensations**

*To receive any requests for dispensations relating to items on the agenda.*

**5. To confirm the confidential minutes of the meeting held on the 27 May 2022 (tabled).**

**6. Public Participation** – to receive submissions from members of the public relating to items on the agenda.

**7. Personnel matters - to consider the following resolution:** That the Press and Public be excluded from the meeting for the following item of business because of the confidential personnel nature of the business to be transacted - Public Bodies (Admission to Meetings) Act 1960.

- i. Recruitment
- ii. Safeguarding
- iii. Staffing
- iv. Leave
- v. HR update

**8. Date of next meeting:**

- TBC

## APPENDIX

### Covid Secure Measures for Staffing Committee meeting taking place on Wednesday 20 July at 10.15am

#### ALL ATTENDEES

- The windows of the Victoria Room will remain open for the duration of the meeting. Please ensure you wear warm clothing.
- Please use Hand Sanitiser as you enter the Town Hall.
- It is recommended that you take a lateral flow test before you attend the meeting – please only attend the meeting if you have a negative test result.
- Please do not come to the meeting if you have symptoms suggestive of Covid-19 such as a new continuous cough, fever or loss of taste or smell or if you have come into contact with someone with coronavirus or coronavirus symptoms. Please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for more information.
- Please ensure that you respect individuals' space at all times.
- Please help to keep everyone safe and wear a mask if you feel comfortable doing so.