

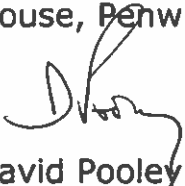
St Austell Town Council



To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a meeting of **the Staffing Committee** to be held on **Monday 6th October 2025** at **6pm** at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.



David Pooley
Town Clerk

26th September 2025

Tel: 01726 829859
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Website: www.staustell-tc.gov.uk

AGENDA

1. Election of Chair

(Purpose to elect the Chair of the Staffing Committee for the 2025/26 civic year).

2. Election of Vice-Chair

(Purpose to elect the Vice-Chair of the Staffing Committee for the 2025/26 civic year).

3. Apologies for Absence

4. Declarations of Interest

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

5. Minutes of meeting held on 7th October 2024

**Pages
1 - 6**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

4. Matters to note

A verbal update from the Town Clerk on the actions taken since the last meeting. (No decision may be made under this agenda item).

5. Public Participation

(Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).

Each person addressing the Council will be allocated a maximum of 2 minutes.

6. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:

Items 7, 8 and 9 are confidential because they contain sensitive staffing information.

7. Review of Staffing

**Pages
7 - 18**

(Purpose: To provide Members with a review of the Council's staffing structure and an update on staffing matters since the last meeting). (Report attached).

8. Staff Sickness Absence

**Pages
19 - 20**

(Purpose: To provide Members with details of staff sickness absences for the period 1st April 2025 to 26th September 2025). (Office/ground staff – attached. Library – to follow).

9. Staff Development Reviews

**Pages
21 - 40**

(Purpose: To review the latest Staff Development Review forms for senior managers). (Documents attached).

10. Date of Next Meeting

To be confirmed.