

Minutes of the Extra-Ordinary Full Council Meeting held at the Penwartha Hall on Wednesday, 24<sup>th</sup> August 2011 at 7.00 p.m.

PRESENT: Councillors D Ekinsmyth (Chairman), T. Wilkins , (Vice Chairman), R. L. Benney, R.J. Bentley, Ms V.R. Cadby, G.D. Ford, P.T. Holmes, J.V. Mayne, Mrs V. Poole, S Richardson, S.R.S. Szoka, I. Yates

IN ATTENDANCE: Mrs S. Moore (Locum Clerk)

**EOGM11/08/1 CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE**

The Chairman welcomed all present. He introduced Mrs S Moore who would be the Locum Clerk for the meeting. Apologies for absence were received from Cllrs D.W. Davies and Ms L.M. Dunstan.

**EOGM11/08/2 TO RECEIVE A MOTION FOR THE EXCLUSION OF THE PRESS AND GENERAL PUBLIC UNDER S.O. 66**

It was proposed by Cllr Holmes, seconded by Cllr Ford and

**EOGM11/08/2.2 *Resolved that the press and general public are excluded under S.O. 66***

On a vote being taken the matter was approved unanimously.

**EOGM11/08/2.3 TO DISCUSS AND RESOLVE THE RECOMMENDATIONS ARISING OUT OF THE CHAIRMAN'S CONFIDENTIAL REPORT**

It was proposed by Cllr Mayne, seconded by Cllr Wilkins and

**EOGM11/08/2.4 *Resolved that Illogan Parish Council subscribe to South West Employers for a fee of £350.***

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Holmes, seconded by Cllr Ford and

**EOGM11/08/2.5 *Resolved that a Staffing Committee is appointed consisting of four members with the delegated powers to shortlist candidates, to prepare post assessments, to ensure regular personal appraisals and to recommend remuneration rates***

On a vote being taken on the matter there were 11 votes FOR and 0 votes AGAINST.

It was proposed by Cllr Ford, seconded by Cllr Mayne and

**EOGM11/08/2.6**      ***Resolved that the Staffing Committee will consist of the Chairman, Vice Chairman, Previous Chairman and Cllr Benney. The membership of this Committee will be reviewed annually at the Annual Council Meeting.***

On a vote being taken on the matter there were 11 votes FOR and 0 votes AGAINST.

It was proposed by Cllr Holmes, seconded by Cllr Ford and

**EOGM11/08/2.7**      ***Resolved that the Staffing Committee be vired the relevant cost centres within the annual budget to deliver these duties.***

On a vote being taken the matter was approved unanimously

It was proposed by Cllr Holmes, seconded by Cllr Ford and

**EOGM11/08/2.8**      ***Resolved that Illogan Parish Council seek a licence for temporary premises for the continuing administrative work of the Council, the accommodation of staff, furniture and equipment. This duty is delegated to the Chairman and Vice Chairman.***

On a vote being taken the matter was approved unanimously

Cllr Wilkins said that the Chairman and himself had been looking for suitable temporary accommodation in the area. There was a small unit on Tolvaddon Energy Park which would accommodate the Council. He had negotiated rent of £3250 +VAT to include service charges for six months. The utilities would be an additional charge. The Council's RFO had agreed to prepare at least monthly finance reports. It was suggested that the office was opened from 9-12 weekdays following further discussions:

It was proposed by Cllr Holmes, seconded by Cllr Benney and

**EOGM11/08/2.9**      ***Resolved that Illogan Parish Council rent the unit on Tolvaddon Energy Park for ££3250 +VAT to include service charges. The Chairman and Vice Chairman are given delegated powers to connect the utilities and furnish the accommodation.***

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ford, seconded by Cllr Mayne and

**EOGM11/08/2.10**      ***Resolved that the Chairman and Vice Chairman seek advice from South West Employers on the interim cover in the absence of the Clerk and report to the September meeting of the Full Council.***

On a vote being taken the matter was approved unanimously

There will be a Staffing Committee meeting on Tuesday 6<sup>th</sup> September 2011 commencing at 7pm in the Council Office, 2 Tolvaddon Energy Park. It was agreed that Mrs Moore would Clerk the meeting.

There being no further business the Chairman closed the meeting at 8.15p.m.