

ILLOGAN PARISH COUNCIL

The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.

Minutes of the Staffing Committee Meeting held at The Old School Centre, Nance Lane, Illogan on Wednesday 7th July 2021 at 6.15pm.

PRESENT: Councillors Ekinsmyth (Chairman), Mrs Ferrett (Vice Chairman), Ford, Holmes (not a member of this Committee), Pavey and Miss Pollock

IN ATTENDANCE: Ms S Willsher (Clerk)

SC21/07/1 CHAIRMAN'S WELCOME AND APOLOGIES

There were no apologies received; all members were present.

SC21/07/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY

There were no interest declared.

SC21/07/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC21/07/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 30TH JUNE 2021 AND THE CHAIRMAN TO SIGN THEM

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

SC21/07/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 30th June 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC21/07/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising. All actions had been completed.

SC21/07/6 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.

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

SC21/07/6.2 RESOLVED: to under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

SC21/07/7 TO RECEIVE A REPORT FROM THE INTERVIEW PANEL ON THE INTERVIEWS FOR THE POST OF ADMINISTRATION ASSISTANT, AGREE THE APPOINTMENT, SPINAL COLUMN POINT AND WORKING DAYS AND HOURS, START DATE AND ANY FUTURE ACTIONS

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

SC21/07/7.2 RESOLVED: that following interview Mrs Edwards is appointed to the post of Administration Assistant.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Ferrett and

SC21/07/7.3 RESOLVED: that the Spinal Column Point to start Mrs Edwards on is agreed. That she would work 15 hours per week, the days to be agreed between the Clerk and Mrs Edwards. The Clerk would update the appropriate sections of the contract and arrange for it to be signed. Mrs Edwards would start work on Wednesday 14th July 2021.

On a vote being taken the matter was approved unanimously.

The next meeting would be held on Wednesday 28th July 2021, 6.30pm in a venue to be confirmed.

There being no further business the Chairman closed the meeting at 6.40pm.

Signed:

Date:

DRAFT