

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the Council Office, Unit 2, Wheel Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 30th June 2021 at 7.00 pm.

PRESENT: Councillors Ekinsmyth (Chairman), Ford and Pavey.

IN ATTENDANCE: Ms S Willsher (Clerk)

SC21/06/32 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Mrs Ferrett.

Cllr Miss Pollock was absent.

SC21/06/33 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 interests declared.

SC21/06/34 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

SC21/06/35 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 9TH OF JUNE 2021 AND THE CHAIRMAN TO SIGN THEM

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

SC21/06/35.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 9th June 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC21/06/36 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC21/06/37 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 Ford, seconded by Cllr Ekinsmyth and

SC21/06/37.2 RESOLVED: that 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.

SC21/06/38 TO APPOINT COUNCILLORS TO INTERVIEW SHORTLISTED CANDIDATES FOR THE POSITION OF ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/06/38.2 RESOLVED: that two Councillors are appointed to interview the shortlisted candidates for the position of Administration Assistant.

On a vote being taken the matter was approved unanimously.

SC21/06/39 TO SHORTLIST APPLICANTS FOR THE POSITION OF ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

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

SC21/06/39.2 RESOLVED: that all of the applicants will be interviewed.

On a vote being taken the matter was approved unanimously.

SC21/06/40 TO CONSIDER OPTIONS TO COVER THE CLERK'S MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC21/06/40.2 RESOLVED: that options to cover the Clerk's maternity leave were considered.

**That the report from the Clerk was received.
That the Clerk's KIT days would be amended as per the report produced by the Clerk.**

To request that the meeting dates that need a minute taker are penciled into the diary of the

willing party and confirm that the dates would be confirmed shortly.

That the post of Locum Clerk would be re-advertised with a deadline for applications of Friday 9th July 2021.

That who and how work would be completed would be deferred until the next meeting.

To recommend to Full Council that due to staffing difficulties/shortages the only meetings to be held whilst the Clerk is on maternity leave, are the scheduled meetings unless an emergency situation arises and that if additional meetings are intending/going to be held the Clerk is contacted as soon as possible to keep her informed. That the scheduled meetings should focus on the projects the Council have committed to, namely the Illogan Park and Parish Office Projects and urgent/time sensitive items only.

On a vote being taken the matter was approved unanimously.

SC21/06/41 TO RECEIVE THE CLERK'S MATB1

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

SC21/06/41.2 RESOLVED: that the Clerk's MATB1 is received.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.31pm.

Signed:

Date: