

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 on Wednesday 10th November 2021 at 6.30 pm.

PRESENT: Councillors Ekinsmyth (Chairman), Ford and Pavey

IN ATTENDANCE: Ms S Willsher (Clerk)

SC21/11/1 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Mrs Ferrett.

Cllr Miss Pollock was absent.

SC21/11/2 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 interests declared.

SC21/11/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC21/11/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 28TH JULY 2021 AND THE CHAIRMAN TO SIGN THEM

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

SC21/11/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 28th July 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC21/11/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Cllr Ekinsmyth confirmed he had been having bi-weekly meetings with the Administration Assistant.

SC21/11/6 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 Ford, seconded by Cllr Pavey and

SC21/11/6.2 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.

SC21/11/7 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 28TH JULY 2021, AND THE CHAIRMAN TO SIGN THEM

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

SC21/11/7.2 RESOLVED: that the confidential minutes of the Staffing Committee meeting held on the 28th July 2021 are received, approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

SC21/11/8 TO REVIEW STAFFING ARRANGEMENTS AND AGREE ANY FUTURE ACTIONS

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

SC21/11/8.2 RESOLVED: that the staffing arrangements have been reviewed and that they will be reviewed again once the Clerk has returned from leave.

On a vote being taken the matter was approved unanimously.

SC21/11/9 TO REVIEW THE ADMINISTRATION ASSISTANT’S CONTRACT AND AGREE ANY FUTURE ACTIONS

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

SC21/11/9.2 RESOLVED: that the Administration Assistant’s contract has been reviewed.

On a vote being taken the matter was approved unanimously.

SC21/11/10 TO CONSIDER THE ADMINISTRATION ASSISTANT’S ANNUAL LEAVE AND LIEU TIME AND AGREE ANY FUTURE ACTIONS

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

SC21/11/10.2 RESOLVED: that the Administration Assistant’s annual leave and lieu time has been considered.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7pm.

Signed:

Date:

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