

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at the The Old School Centre, Nance Lane, Illogan on Wednesday 28th July 2021 at 6.30 pm.

PRESENT: Councillors Ekinsmyth (Chairman), Mrs Ferrett (Vice Chairman), Ford, Pavey and Miss Pollock

IN ATTENDANCE: Ms S Willsher (Clerk) Mrs A Edwards (Administration Assistant)

SC21/07/9 CHAIRMAN'S WELCOME AND APOLOGIES

There were no apologies received. All members were present.

SC21/07/10 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.

SC21/07/11 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC21/07/12 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 7th JULY 2021 AND THE CHAIRMAN TO SIGN THEM

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

SC21/07/12.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 7th July 2021 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC21/07/13 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC21/07/14 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 Mrs Ferrett and

SC/21/07/14.2 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 on the matter there were 4 votes FOR and 0 votes AGAINST.

SC21/07/15 TO RECEIVE AN UPDATE ON THE SETTLING IN PERIOD OF THE ADMINISTRATION ASSISTANT AND AGREE ANY FUTURE ACTIONS

The Clerk gave members a report in the settling in period of the Administration Assistant.

SC21/07/16 TO CONSIDER ADDITIONAL ASSISTANCE REQUIRED DURING THE CLERK'S MATERNITY LEAVE, AGREE HOW TO ARRANGE AND MANAGE, ALLOCATE APPROPRIATE BUDGETS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

SC/21/07/16.2 RESOLVED: that additional assistance required during the Clerk's maternity leave, how to manage and allocating appropriate budgets was agreed.

On a vote being taken the matter was approved unanimously.

SC21/07/17 TO CONSIDER AND AGREE HOW EMPLOYEES WILL BE MANAGED DURING THE CLERK'S MATERNITY LEAVE AND AGREE ANY FUTURE ACTIONS

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

SC/21/07/17.2 RESOLVED: that Cllr Ekinsmyth or Mrs Ferrett would arrange bi – weekly contact with the Administration Assistant during the period of the Clerk's maternity leave. Councillors will be available for advice and support outside of this formal contact.

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 6.59pm

Signed:

Date: