

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held at The Old School Centre, Nance Lane, Illogan on Wednesday 13th April 2022 at 6.00 pm.

PRESENT: Councillors Ekinsmyth (Chairman), Ford, Holmes (not a member of this Committee and until point mentioned), Pavey and Miss Pollock

IN ATTENDANCE: Ms. S Willsher (Clerk)

SC22/04/1 CHAIRMAN'S WELCOME AND APOLOGIES

Apologies were received from Cllr Mrs. Ferret.

There were no members absent.

SC22/04/2 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.

SC22/04/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

SC22/04/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 16TH MARCH 2022 AND THE CHAIRMAN TO SIGN THEM

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

SC22/04/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 16th March 2022 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC22/04/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC22/04/6 THAT THE COUNCIL RESOLVES 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

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

SC22/04/6.2 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.

Cllr Holmes left the meeting.

SC22/04/7 TO RECEIVE AND APPROVE THE DRAFT CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 16TH MARCH 2022 AND THE CHAIRMAN TO SIGN THEM

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

SC22/04/7.2 RESOLVED: to receive and approve the confidential minutes of the meeting of the Staffing Committee meeting held on the 16th March 2022 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC22/04/8 TO RECEIVE AND APPROVE THE DRAFT ASSISTANT TO THE CLERK PERSON SPECIFICATION AND AGREE ANY FUTURE ACTIONS

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

SC22/04/8.2 RESOLVED: that the Assistant to the Clerk Person Specification is received and approved with the agreed amendments.

On a vote being taken the matter was approved unanimously.

SC22/04/9 TO RECEIVE AND APPROVE THE DRAFT ASSISTANT TO THE CLERK JOB DESCRIPTION AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Miss Pollock, seconded by Cllr Pavey and

SC22/04/9.2 RESOLVED: that the Assistant to the Clerk Job Description is received and approved with the agreed amendments.

On a vote being taken the matter was approved unanimously.

SC22/04/10 TO RECEIVE AND APPROVE THE DRAFT ASSISTANT TO THE CLERK ADVERT AND AGREE ANY FUTURE ACTIONS

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

SC22/04/10.2 RESOLVED: that the Assistant to the Clerk Advert and the description of the Council for the Facebook page is received and approved with the agreed amendments.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Miss Pollock and

SC22/04/10.3 RESOLVED: that the Assistant to the Clerk Advert would be placed in various locations.

On a vote being taken the matter was approved unanimously.

SC22/04/11 TO AGREE KEY DATES FOR THE ASSISTANT TO THE CLERK POST AND AGREE ANY FUTURE ACTIONS

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

SC22/04/11.2 RESOLVED: that the key dates for the Assistant to the Clerk post was agreed.

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: