

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Monday 24th July 2023 at 7.00 pm.

PRESENT: Cllrs Ford (Chairman), Jobson (Vice Chairman), Cullimore, Ms Kemp and Szoka

IN ATTENDANCE: Mrs S Rimell, Clerk

SC23/07/1 CHAIRMAN'S WELCOME AND APOLOGIES

There were no apologies received.

Cllrs Crabtree and Mrs Edmunds were absent.

SC23/07/2 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 interests declared.

SC23/07/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

SC23/07/4 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE AND 14TH JUNE 2023 AND THE CHAIRMAN TO SIGN THEM

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

SC23/07/4.2 RESOLVED: to receive and approve the minutes of the Staffing Committee meeting held on the 14th June 2023 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC23/07/5 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC23/07/6 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 Cullimore, seconded by Cllr Szoka and

SC23/07/6.2 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.

SC23/07/7 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE HELD ON THE 14TH JUNE 2023 AND THE CHAIRMAN TO SIGN THEM

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

SC23/07/7.2 RESOLVED: to receive and approve the confidential minutes of the Staffing Committee meeting held on the 14th June 2023 with the correction of the typos and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC23/07/8 TO RECEIVE CORRESPONDENCE FROM SOUTH WEST COUNCILS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr Ms Kemp and

SC23/07/8.2 RESOLVED: that the correspondence from South West Councils is noted and that they are thanked for their fulsome reply.

On a vote being taken the matter was approved unanimously.

SC23/07/9 TO REVIEW THE CLERK'S JOB DESCRIPTION AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Jobson, seconded by Cllr Cullimore and

SC23/07/9.2 RESOLVED: that the amended Job Description for the post of Clerk is adopted.

On a vote being taken the matter was approved unanimously.

SC23/07/10 TO REVIEW THE BENCHMARKING FOR THE POSTS OF CLERK AND ASSISTANT TO THE CLERK, AGREE WHERE ON THE SCALE THE CLERK AND ASSISTANT TO THE CLERK SHOULD BE AND AGREE ANY FUTURE ACTION

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

SC23/07/10.2 RESOLVED: that the benchmarking form is completed and returned to South West Councils for further advice.

On a vote being taken the matter was approved unanimously.

SC23/07/11 TO COMPLETE A CONTRACTUAL AND SALARY REVIEW OF THE CLERK AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed to defer this item until the next meeting.

SC23/07/12 TO RECEIVE INFORMATION AND QUOTES FOR RECRUITMENT, SELECTION AND APPRAISAL TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

SC23/07/12.2 RESOLVED: that further information is sought on management, recruitment, selection and appraisal training courses.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.43pm.

Signed:

Date: