

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 25<sup>th</sup> September 2024 at 7.00 pm.

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

IN ATTENDANCE: Mrs S Rimell, Clerk

### **SC24/09/1 TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR**

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

**SC24/09/1.2 RESOLVED: to elect Cllr Jobson as Chairman of the Staffing Committee for the 2024/2025 municipal year.**

On a vote being taken the matter was approved unanimously.

### **SC24/09/2 TO APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR**

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

**SC24/09/2.2 RESOLVED: to appoint Cllr Ford as a Vice Chairman of the Staffing Committee for the 2024/2025 municipal year.**

On a vote being taken the matter was approved unanimously.

### **SC24/09/3 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

No apologies were received; all members were present.

### **SC24/09/4 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**

The Clerk declared an interest in her terms and conditions.

### **SC24/09/5 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**SC24/09/6 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 16<sup>TH</sup> APRIL 2024, AND THE CHAIRMAN TO SIGN THEM**

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

**SC24/09/6.2 RESOLVED: to receive and approve the GDPR compliant minutes of the meeting of the Staffing Committee meeting held on the 16<sup>th</sup> April 2024 and the Chairman to sign them with the seconder of minute no SC24/04/1.2 being amended to Cllr Ms Kemp**

On a vote being taken the matter was approved unanimously.

**SC24/09/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**SC24/09/8 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 Crabtree, seconded by Cllr Cullimore and

**SC24/09/8.2 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.

**SC24/09/9 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 16<sup>TH</sup> APRIL 2024, AND THE CHAIRMAN TO SIGN THEM**

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

**SC24/09/9.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 16<sup>th</sup> April 2024 and the Chairman to sign them with the seconder of minute no SC24/04/1.2 being amended to Cllr Ms Kemp.**

On a vote being taken the matter was approved unanimously.

**SC24/09/10 TO RECEIVE THE ASSISTANT TO THE CLERK'S ANNUAL APPRAISAL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**SC24/09/10.2 RESOLVED: to receive the Assistant to the Clerk's Annual Appraisal and approve the actions and training.**

On a vote being taken the matter was approved unanimously.

**SC24/09/11 TO REVIEW THE ASSISTANT TO THE CLERK'S TERMS AND CONDITIONS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**SC24/09/11.2 RESOLVED: that the Assistant to the Clerk's Terms and Conditions have been reviewed.**

On a vote being taken the matter was approved unanimously.

**SC24/09/12 TO RECEIVE THE CLERK'S ANNUAL APPRAISAL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

The Clerk left the meeting at 8.15pm.

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

**SC24/09/12.2 RESOLVED: to receive the Clerk's Annual Appraisal.**

On a vote being taken the matter was approved unanimously.

**SC24/09/13 TO REVIEW THE CLERK'S TERMS AND CONDITIONS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**SC24/09/13.2 RESOLVED: that the Clerk's Terms and Conditions have been reviewed.**

On a vote being taken on the matter there were 3 votes FOR and 1 vote AGAINST.

The Clerk re-entered the meeting at 8.31pm.

There being no further business the Chairman closed the meeting at 8.34pm.

Signed: .....

Date: .....