

ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Tuesday 14th October 2025 at 7.00 pm.

PRESENT: Cllrs Graham Ford (Chairman), Gary Cullimore, and David Ekinsmyth.

IN ATTENDANCE: Mrs S Rimell, Clerk

SC25/10/1 TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR

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

SC25/10/1.2 RESOLVED to elect Cllr Ford Chairman of the Staffing Committee for the 2025/2026 municipal year.

On a vote being taken the matter was approved unanimously.

SC25/10/2 TO APPOINT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE 2025/2026 MUNICIPAL YEAR

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

SC25/10/2.2 RESOLVED to defer the appointment of a Vice Chairman of the Staffing Committee until the next meeting.

On a vote being taken the matter was approved unanimously.

SC25/10/3 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received.

Cllr Hodge was absent.

SC25/10/4 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

There were no interests declared.

SC25/10/5 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC25/10/6 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 18TH DECEMBER 2024, AND THE CHAIRMAN TO SIGN THEM

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

SC16/04/4.2 RESOLVED: to receive and approve the GDPR compliant minutes of the meeting of the Staffing Committee meeting held on the 18th December 2024 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC25/10/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC25/10/8 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 Ford, seconded by Cllr Cullimore and

SC25/10/8.2 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.

SC25/10/9 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 18TH DECEMBER 2024, AND THE CHAIRMAN TO SIGN THEM

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

SC25/10/9.2 RESOLVED to receive and approve the confidential minutes of the meeting of the Staffing Committee meeting held on the 18th December 2024 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC25/10/10 TO RECEIVE THE ASSISTANT TO THE CLERK'S RESIGNATION, A REPORT FROM THE CLERK, REVIEW COUNCIL STAFFING AND AGREE ANY FUTURE ACTIONS

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

SC25/10/10.2 RESOLVED to receive the Assistant to the Clerk's resignation, to receive the report from the Clerk and that the Council's staffing has been reviewed.

On a vote being taken the matter was approved unanimously.

SC25/10/11 TO REVIEW THE ASSISTANT TO THE CLERK JOB DESCRIPTION, PERSON SPECIFICATION, INTRODUCTION, APPLICATION FORMS AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

SC25/10/11.2 RESOLVED that the Assistant to the Clerk Job Description, Person Specification, Introduction, and Applications Forms have been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

SC25/10/12 TO REVIEW THE ADVERT FOR THE ASSISTANT TO THE CLERK JOB VACANCY, AGREE WHERE TO ADVERTISE THE VACANCY, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

SC25/10/12.2 RESOLVED that the advert for the Assistant to the Clerk job vacancy has been reviewed and no amendments made and where to advertise the vacancy has been agreed.

On a vote being taken the matter was approved unanimously.

SC25/10/13 TO REVIEW THE ASSISTANT TO THE CLERK SHORTLISTING FORM, INTERVIEW ASSESSMENT FORM AND AGREE ANY FUTURE ACTIONS

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

SC25/10/13.2 RESOLVED that the Assistant to the Clerk shortlisting form and interview assessment has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

SC25/10/14 TO CONSIDER CANDIDATE INTERVIEWS, WHO WILL COMPLETE THEM, WHEN THEY WILL BE HELD AND AGREE ANY FUTURE ACTIONS

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

SC25/10/15 TO RECEIVE QUOTES FOR PROJECT MANAGEMENT TRAINING FOR THE CLERK, APPROVE A QUOTE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

SC25/10/15.2 RESOLVED to receive quotes for Project Management Training for the Clerk, that the Clerk would complete the training through ilx.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.05pm.

Signed:

Date: