

## ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 14<sup>th</sup> January 2026 at 7.00 pm.

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

IN ATTENDANCE: Mrs S Rimell, Clerk

**SC26/01/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received.

Cllr Hodge was absent.

**SC26/01/2 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**

The Clerk declared an interest in the Clerk's Terms and Conditions.

**SC26/01/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations.

**SC26/01/4 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 17<sup>TH</sup> DECEMBER 2025, AND THE CHAIRMAN TO SIGN THEM**

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

**SC26/01/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 17<sup>th</sup> December 2025 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**SC26/01/5 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 Mrs Edwards and

**SC26/01/5.2 RESOLVED: that 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.**

On a vote being taken the matter was approved unanimously.

**SC26/01/6 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 17<sup>TH</sup> DECEMBER 2025, AND THE CHAIRMAN TO SIGN THEM**

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

**SC26/01/6.2 RESOLVED: to receive and approve the confidential minutes of the Staffing Committee meeting held on the 17<sup>th</sup> December 2025 and the Chairman to sign them.**

On a vote being taken the matter was approved unanimously.

**SC26/01/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Matters arising and a report on progress of actions were reported.

**SC26/01/8 TO REVIEW THE CLERK'S TERMS AND CONDITIONS AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Ford, seconded by Cllr Mrs Edwards and

**SC26/01/8.2 RESOLVED: that the Clerk's Terms and Conditions were reviewed.**

On a vote being taken the matter was approved unanimously.

**SC26/01/9 TO REVIEW EMPLOYEE WORKSTATIONS AND THE ASSOCIATED ERGONOMIC SET UP IN THE OFFICES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Mrs Edwards, seconded by Cllr Cullimore and

**SC26/01/9.2 RESOLVED: that the employee workstations and ergonomic set up of the office was reviewed.**

On a vote being taken the matter was approved unanimously.

**SC26/01/10 TO ARRANGE EMPLOYEE ANNUAL APPRAISALS AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs Edwards, seconded by Cllr Ekinsmyth and

**SC26/01/10.2 RESOLVED: that the employee annual appraisals were**

**arranged.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.08pm.

Signed: .....

Date: .....