



Carn Brea Parish Council
Consel Plu Carn Bre



**Minutes of the Staffing Committee held at
 Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB
 on Thursday 13th January 2022 at 7 pm.**

Present: Councillors R. Drew (Chairman), P. Holmes, M. Moyle and J. Pollock.

Also Present: Sarah-Jane Noakes (Acting Clerk)

22/1/S/01 Welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

22/1/S/02 To receive apologies for non-attendance.

Cllr. E. Glanville.

22/1/S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.

There were no declarations of interests received.

22/1/S/04 To approve written request(s) for dispensations.

There were no written requests for dispensations received.

**22/1/S/05 Public Participation on items on the agenda.
 (Maximum of 20 minutes – every speaker a limit of 3 minutes under Council Standing Orders)**

There were no members of the public present.

22/1/S/06 To receive and approve the minutes of the Staffing Committee held on 17th December 21.

The minutes of the Staffing Committee held on 17th December 2021 were distributed ahead of the meeting.

Resolved: that the minutes of the Staffing Committee held on 17th December 2021 are approved and signed by the Chairman as an accurate record.

Proposed: Cllr. P. Holmes

Seconded: Cllr. J. Pollock

22/1/S/07 To consider the minutes of the Staffing Committee held on 17th December 2021 and receive reports on matters referred.

The Chairman informed the meeting that there were no reports on matters referred.

22/1/S/08 To review 8.3 of the Annual Leave Policy.

Cllr. Drew reported that the agenda items was requested due to a concern raised by Neil Williams at the last meeting.

The meeting considered how long the policy had been in place and the impact on the council.

Resolved: that the wording of 8.3 has been confirmed and no changes are recommended.

Proposed: Cllr. R. Drew

Seconded: Cllr. J. Pollock

22/1/S/09 To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.

Resolved: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Moyle

22/1/S/10 To receive and approve the confidential minutes of the Staffing Committee held on 17th December 2021.

The minutes of the Staffing Committee held on 17th December 2021 were supplied to the meeting.

Resolved: that the confidential minutes of the Staffing Committee held on 17th December 2021 are approved and signed by the Chairman as an accurate record.

Proposed: Cllr. M. Moyle

Seconded: Cllr. R. Drew

22/1/S/11 To consider the confidential minutes of the Staffing Committee held on 17th December 21 and receive reports on matters referred.

Cllr. Drew gave an update on the recruitment process.

22/1/S/12 To receive and note the Clerk's report on staffing matters.

The Clerk's report was received and Councillors were able to ask questions.

Resolved: that the Clerk's report on staffing matters be noted.

Proposed: Cllr. J. Pollock

Seconded: Cllr. M. Moyle

22/1/S/13 To make arrangements for the recruitment of the Parish Clerk/RFO.

The meeting received a draft advert along with the previous job description and person specification. Several resolutions were made regarding arrangements for advertising, shortlisting and interviewing for a Parish Clerk/RFO.

The meeting agreed that an emergency Staffing Committee meeting be called following interviews.

22/1/S/14 To review the Grounds Staff Hours.

The meeting received a verbal report from Cllr. Drew regarding the review of Grounds Staff Hours and a recommendation to Full Council was properly proposed by Cllr. M. Moyle and seconded by Cllr. J. Pollock regarding recommendations for additional staff.

22/1/S/15 Staffing Matters

The Clerk reported on additional staffing matters and a recommendation to Full Council to advertise for a temporary caretaker was properly proposed by Cllr. R. Drew and seconded by Cllr. P. Holmes.

Meeting Closed at 7:40 pm

