



Carn Bre 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 10th February 2022 at 7 pm.**

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

Also Present: Sarah-Jane Noakes (Acting Clerk)

22/02/S/01 Welcome and safety procedures.

The Chairman welcomed the meeting and explained the safety procedures.

22/02/S/02 To appoint a Vice Chairman of the Staffing Committee.

The Chairman called for nominations.

Resolved: that Cllr. E. Glanville be appointed as Vice Chairman of the Staffing Committee.

Proposed: Cllr. M. Moyle

Seconded: Cllr. P. Holmes

22/02/S/03 To receive apologies for non-attendance.

There were no apologies received.

22/02/S/04 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 interests declared

22/02/S/05 To approve written request(s) for dispensations.

There were no written requests for dispensations.

**22/02/S/06 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.

22/02/S/07 To receive and approve the minutes of the Staffing Committee held on 13th January 2022.

The meeting received the minutes ahead of the meeting.

Resolved: that the minutes of the Staffing Committee held on 13th January 2022 are approved and duly signed by the Chairman as an accurate record of the meeting.

Proposed: Cllr. J. Pollock

Seconded: Cllr. P. Holmes

22/02/S/08 To consider the minutes of the Staffing Committee held on 13th January 2022 and receive reports on matters referred.

22/1/S/13 – Deadline for applications for the Clerk/RFO is 14th February 2022. Shortlisting will take place on 15th February 2022 at 10:30 am.

22/02/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

22/02/S/10 To receive and approve the confidential minutes of the Staffing Committee held on 13th January 2022.

The meeting received the confidential minutes of the Staffing Committee held on 13th January 2022.

Resolved: that the confidential minutes of the Staffing Committee held on 13th January 2022 are approved and duly signed by the Chairman as an accurate record of the meeting.

Proposed: Cllr. M. Moyle

Seconded: Cllr. J. Pollock

22/02/S/11 To consider the confidential minutes of the Staffing Committee held on 13th January 2022 and receive reports on matters referred.

22/1/S/13 - Arrangements for recruitment have been made and deadline for application is 14th February 2022.



22/02/S/12 To receive and note the Clerk's report on staffing matters.

The meeting received the Clerk's report and councillors were invited to comment and ask questions. There were no comments or questions received.

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

Proposed: Cllr. P. Holmes

Seconded: Cllr. R. Drew

22/02/S/13 To make arrangements for the recruitment of a part time Groundsperson.

Resolved: that the committee agrees to advertise for a part-time Groundsperson/Handyperson for 20 hours per week. Salary to be £17,842.00 - £18,933.00 (Pro-rata £9,644.32 - £10,234.05) based on SCP 1 – 4.

Proposed: Cllr. E. Glanville

Seconded: Cllr. J. Pollock

Resolved: That the Council advertise using the agreed advert, Job Description and Person Specification.

Proposed: Cllr. M. Moyle

Seconded: Cllr. P. Holmes

Resolved: that the Council arrange to advertise the position of Groundsperson/Handyperson with AD Warrior, Cornwall Council, CALC and on CBPC website and noticeboards at a total cost of up to £1000.00. The Closing date for applications to be the 14th March 2022.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

Resolved: that the Staffing Committee complete shortlisting on 16th March 2022 at 10:30am with the Clerk or Acting Clerk present. All Staffing Committee invited to attend.

Proposed: Cllr. E. Glanville

Seconded: Cllr. J. Pollock

Resolved: that the interviews take place on an agreed date with panel, the panel consisting of Cllr. R. Drew, Cllr. M. Moyle and Cllr. E Glanville with Cllr. Holmes as a reserve.

Proposed: Cllr. J. Pollock

Seconded: Cllr. R. Drew

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

22/02/S/14 To make arrangements for the recruitment of a temporary Caretaker.

The meeting considered temporary cover utilising current staff and council members until a temporary caretaker can be found along with options for advertising and recruitment.

Resolution: that the agreed procedure for cover which involves current staff and volunteer councillors is put in place until a temporary caretaker can be recruited.

Proposed: Cllr. P. Holmes **Seconded:** Cllr. E. Glanville

Resolution: that additional hours for staff to complete caretaker cover is approved by the Chairman and Vice Chairman of the Staffing Committee.

Proposed: Cllr. J. Pollock **Seconded:** Cllr. P. Holmes

Resolution: to advertise locally with a leaflet drop for a 3 months temporary contract for 9 hours a week with additional hours for opening and closing hall when booked. Temporary Caretaker to be appointed on SCP 3 (£9.65 hour) and the deadline for expressions of interest to be Monday 21st February 22.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Moyle

Resolved: that delegated powers are granted to the Clerk, Chairman and Vice Chairman of the Staffing Committee to make arrangements for shortlisting if appropriate.

Proposed: Cllr. M. Moyle **Seconded:** Cllr. J. Pollock

22/02/S/15 Staffing matters.

The meeting considered additional staffing matters and made appropriate resolutions.

Meeting Closed at 8:10 pm

