



## Carn Brea Parish Council

— Consel Plu Carn Bre —

**Minutes of the Staffing Committee meeting held at  
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB  
on Thursday 2<sup>nd</sup> March 2023 at 7:00pm.**

### Minutes

**Present:** Councillors R. Drew (Chairman), E. Glanville (Vice Chairman), S. Dale, C. Jordan, J. Pollock and M. Moyle.

**Also Present:** Andrew Moyle-Browning (Clerk)

**23/03/S/01 Welcome and safety procedures.**

The Chairman welcomed everyone and explained the safety procedures.

**23/03/S/02 To receive apologies for non-attendance.**

Cllr M. Davis

**23/03/S/03 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

Cllr Moyle declared an interest under items 10 and 11.

**23/03/S/04 To consider written request(s) for dispensations.**

There were no written requests for dispensation.

**23/03/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.

**23/03/S/06 To receive and approve the minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023.**

**Resolved: that the minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023 are approved.**

**Proposed:** Cllr. C. Jordan

**Seconded:** Cllr. J. Pollock

**23/03/S/07** To consider the minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023 and receive any reports on matters referred.

The Clerk informed the meeting that following Full Council approval, the uniform was being ordered.

**23/03/S/08** To receive and consider adopting the Draft Employee Appraisal Policy document and make appropriate recommendations / resolutions.

The draft Employee Appraisal Policy was circulated ahead of the meeting for review.

It was proposed that under the Role of The Employee that item vi be removed. A vote was taken and was carried.

**Resolved: that item vi under the Role of The Employee be removed.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. E. Glanville

The Clerk informed the meeting that the policy had been reviewed by the Council's HR Consultants and provided the committee with recommended updates in relation to the Appraisal of the Clerk.

**Resolved to recommend: that the draft Employee Appraisal Policy as amended is approved.**

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. J. Pollock

**23/03/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 that the press and public be excluded due to the confidential nature of the business to be discussed.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. C. Jordan

Cllr Moyle left the meeting.

**23/03/S/10** To receive and approve the confidential minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023.

**Resolved: that the confidential minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023 are approved.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. C. Jordan



**23/03/S/11** To consider the confidential minutes of the Staffing Committee held on 2<sup>nd</sup> February 2023 and receive any reports on matters referred.

A report was provided to the committee for consideration and appropriate recommendations were made.

**Cllr Moyle re-joined the meeting after item 11**

**23/03/S/12** To receive a Clerks report on Staffing matters.

The Clerk updated the Committee on the following staffing matters and provided a Fuel Allowance Letter Template on the table for review.

- Temporary Caretaker 1-2-1
- Fuel Allowance review letter
- Training proposal for all staff on the Appraisal Policy

**Resolved: that the Clerks report is noted.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. E. Glanville

**Meeting Closed: 20:10**

