



Carn Brea Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)

Scryuynyas dhu Consel

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Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 5th June 2025 at 7:00pm.

Minutes

Present: Councillors E. Glanville, R. Drew and S. Dale

Also Present: Andrew Moyle-Browning (Clerk).

Welcome and safety procedures

Cllr Drew welcomed the meeting and explained the safety procedures.

25/06/S/01 To appoint a Chairman of the Staffing Committee

Cllr Drew called for nominations for Chairman of the Staffing Committee.

Cllr. E. Glanville was nominated by Cllr. Dale and seconded by Cllr. Drew.

There were no further nominations.

A vote was taken by a show of hands.

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

Proposed: Cllr. S. Dale

Seconded: Cllr. R. Drew

25/06/S/02 To appoint a Vice-Chairman of the Staffing Committee

Cllr Glanville called for nominations for Vice Chairman of the Staffing Committee.

Cllr. M. Rainbird was nominated by Cllr. Glanville and seconded by Cllr. Drew.

There were no further nominations.

A vote was taken by a show of hands.

Resolved: that Cllr. M. Rainbird be elected as Vice-Chairman of the Staffing Committee.

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

E. Glanville

25/06/S/03 To receive apologies for non-attendance.

Cllr Rainbird

25/06/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.

25/06/S/05 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**25/06/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.

25/06/S/07 To receive and approve the minutes of the Extraordinary Staffing Committee held on 15th April 2025.

Minutes of the Extraordinary Staffing Committee meeting held on 15th April 2025 were circulated ahead of the meeting.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 15th April 2025 are approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. R. Drew

25/06/S/08 To consider the minutes of the Extraordinary Staffing Committee held on 15th April 2025 and receive any reports on matters referred.

There were no matters referred.

25/06/S/09 To receive a report on employee uniform and make appropriate resolutions.

A report from the Clerk regarding the current provision and condition of uniform for Council employees was circulated ahead of the meeting.

The Clerk briefed the meeting that additional items of uniform and lanyards were available through a new supplier, and a recommendation was made to consider purchasing branded jackets to complement the existing uniform and branded lanyards for employees and Councillors. In addition, it was recommended that any worn items of uniform should be replaced as required.

The meeting discussed the need to ensure that a professional photo identification card be provided and asked the Clerk to investigate how this could be achieved.

Resolved : delegation to the Clerk to provide a detailed list of employee uniform requirements with a full cost breakdown for replacement and new uniform items including lanyards for employees and Councillors for consideration at a future meeting.

Proposed: Cllr. R. Drew

Seconded: Cllr. E. Glanville

Emily Glanville

- 25/06/S/10 To make arrangements for a Job Description Review for all Council Employees and make appropriate resolutions.**

The Clerk briefed the meeting that the Job Description review had previously been delegated to the Clerk, Cllr Glanville and Cllr Drew and was an outstanding project.

Discussions were had about the process that could be followed when reviewing the existing job descriptions to ensure consideration is given to the responsibilities and expectations of each role. The meeting agreed that a process for regular review should be included.

Resolved: that delegation is given to the Clerk with Cllr Glanville, Cllr Rainbird and Cllr Drew to conduct a review of all Council employee Job Descriptions with emphasis on roles and responsibilities and make recommendations for consideration at a future meeting of the Staffing Committee.

Proposed: Cllr. S. Dale

Seconded: Cllr. R. Drew

- 25/06/S/11 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 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. E. Glanville

Seconded: Cllr. R. Drew

- 25/06/S/12 To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee held on 15th April 2025 and receive any reports on matters referred.**

The Clerk briefed that there were no matters referred.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee held on 15th April 2025 are approved

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

- 25/06/S/13 To receive the Clerk's report and make appropriate recommendations / resolutions.**

The Clerk's report was tabled at the meeting and the Committee were invited to ask questions.

Resolved: that the Clerks report is noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

- 25/06/S/14 Staffing matters.**

The Clerk provided an update on staffing matters and appropriate recommendations and resolutions were made.

Meeting closed at 7:49pm

