



## Carn Brea Parish Council

— Consel Plu Carn Bre —

Mr. Andrew Moyle-Browning (Clerk to the Council)  
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**Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 3<sup>rd</sup> July 2025 at 7:00pm.**

### Minutes

**Present:** Councillors E. Glanville (Chairman), M. Rainbird (Vice-Chairman) and S. Dale.

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

**25/07/S/01 Welcome and safety procedures.**

Cllr Glanville welcomed the meeting and explained the safety procedures.

**25/07/S/02 To receive apologies for non-attendance.**

Cllr. R. Drew

**25/07/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 interests declared

**25/07/S/04 To consider written request(s) for dispensations.**

There were no written requests for dispensations received.

**25/07/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.

**25/07/S/06 To receive and approve the minutes of the Staffing Committee held on 5<sup>th</sup> June 2025 and receive any reports on matters referred.**

Minutes of the Staffing Committee meeting held on 5<sup>th</sup> June 2025 were circulated ahead of the meeting.

There were no matters referred.

**Resolved:** that the minutes of the Staffing Committee meeting held on 5<sup>th</sup> June 2025 are approved.

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. S. Dale

**25/07/S/07 To nominate a committee member to attend the Team Meeting to be held in September 2025.**

The Clerk briefed the committee on the Terms of Reference and the requirement that a member of the committee attends quarterly team meetings.

**Resolved:** that Cllr Rainbird attends the September Team Meeting. The Clerk to liaise with Cllr Rainbird to confirm the date and time.

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. S. Dale

**25/07/S/08 To make arrangements for a committee member to complete the quarterly welfare checks in July 2025.**

The Clerk briefed the committee on the Terms of Reference and the requirement that a member of the committee completes quarterly welfare checks and reports to the committee with any recommendations.

The committee discussed and considered the scope of the checks that could be completed to ensure that the obligations of the Committee were being met and when these should be completed.

**Resolved:** that Cllr Glanville completes the quarterly welfare check in September 2025. The Clerk to liaise with Cllr Glanville to confirm the date and time.

**Proposed:** Cllr. M. Rainbird

**Seconded:** Cllr. S. Dale

**25/07/S/09 To receive a report on Council employee and Councillor uniform requirements and make appropriate resolutions on new uniform items in line with budget.**

A report from the Clerk regarding the current uniform requirements and the request to consider new branded jackets for employees attending outside events.

The Clerk provided an update on the provision of lanyards for employees and Councillors and a quotation for consideration was tabled at the meeting.

**Resolved :** that replacement uniform for Council employees is provided at a cost of £88.50 (ex VAT) and 3 new softshell branded jackets be purchased for the office employees for use when representing the Council at a cost of £63.00 (ex VAT). Delegation to the Clerk to place the order with Complete and arrange for the uniform to be issued to employees.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. M. Rainbird.

**Resolved:** that 25 CBPC branded lanyards with plastic holders are purchased for use by Council employees and Councillors at a cost of £81.00 (ex VAT)

**Proposed:** Cllr. M. Rainbird

**Seconded:** Cllr. E. Glanville

**25/07/S/10** 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. M. Rainbird

**25/07/S/11** To receive and approve the Confidential Minutes of the Staffing Committee held on 5<sup>th</sup> June 2025 and receive any reports on matters referred.

The Clerk briefed the Committee that there were no matters referred.

**Resolved:** that the Confidential Minutes of the Staffing Committee held on 5<sup>th</sup> June 2025 are approved.

**Proposed:** Cllr. E. Glanville

**Seconded:** Cllr. S. Dale

**25/07/S/12** 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. E. Glanville

**Seconded:** Cllr. M. Rainbird

**25/07/S/13** Staffing matters.

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

**Meeting closed at 7:50pm**