



Carn Brea Parish Council

Consel Plu Carn Bre

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

Scryuynyas dhu Consel

e. clerk@carnbreaparishcouncil.gov.uk

Minutes of the Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 4th September 2025 at 7:00pm.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk).

25/09/S/01 Welcome and safety procedures.

Cllr Glanville welcomed the meeting and explained the safety procedures.

25/09/S/02 To receive apologies for non-attendance.

No apologies received

25/09/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

25/09/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**25/09/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.

25/09/S/06 To receive and approve the minutes of the Staffing Committee held on 3rd July 2025 and receive any reports on matters referred.

Minutes of the Staffing Committee meeting held on 3rd July 2025 were circulated ahead of the meeting.

E. Glanville

The Clerk reported that the uniform for employees has been ordered and the identity badges and lanyards for Councillors are in the process of being issued with the Council team badges to be completed by the end of September.

The Chairman reported that the quarterly welfare checks had been scheduled in for the end of September.

Resolved: that the minutes of the Staffing Committee meeting held on 3rd July 2025 are approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. M. Rainbird

25/09/S/07 To receive an update on the Job Description Review for all Council employees.

The Clerk briefed the committee that a team meeting had taken place in August and that the Council team had been re-briefed and issued with letters informing them of the review being undertaken. The next working party meeting is scheduled for the 25th September.

25/09/S/08 To consider committee budget requirements for the financial year 2026-2027 and make appropriate recommendations for consideration as part of the draft budget process.

The Clerk briefed the committee on the existing budget in place for employee and Councillor training and for any relevant publications

Resolved to recommend: that as part of the 2026/2027 budget process, the Staffing Committee request that a £500.00 budget for appropriate Employment law Training relevant to Staffing Committee Members is provided, £250.00 for employee uniform and a £250.00 budget for Standing Publications to be included with an additional request of a £250.00 budget to support a Councillor and Employee development day working with other Town and Parish Councils.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

The meeting agreed to add an agenda item to the November Staffing Committee meeting to consider the format for the development day.

25/09/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 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. S. Dale

25/09/S/10 To receive and approve the Confidential Minutes of the Staffing Committee held on 3rd July 2025 and receive any reports on matters referred.

The Confidential Minutes of the Staffing Committee meeting held on 3rd July 2025 were circulated ahead of the meeting and the Clerk provided an update on matters referred.

Resolved: that the Confidential Minutes of the Staffing Committee held on 3rd July 2025 are approved.

Proposed: Cllr. M. Rainbird

Seconded: Cllr. S. Dale

E. Glanville

25/09/S/11 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. M. Rainbird

25/09/S/12 Staffing matters.

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

Meeting closed at 9.04 pm

