



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 6th November 2025 at 7:00pm.

Minutes

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

Also Present: Andrew Moyle-Browning (Clerk).

25/11/S/01 Welcome and safety procedures.

Cllr Glanville welcomed the meeting and explained the safety procedures.

25/11/S/02 To receive apologies for non-attendance.

No apologies were received.

25/11/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.

25/11/S/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

**25/11/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.

Andrew Moyle-Browning

25/11/S/06 To receive and approve the minutes of the Extraordinary Staffing Committee held on 9th October 2025 and receive any reports on matters referred.

Minutes of the Extraordinary Staffing Committee meeting held on 9th October 2025 were circulated ahead of the meeting.

There were no matters referred.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 9th October 2025 are approved.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Rainbird

25/11/S/07 To receive and approve the minutes of the Extraordinary Staffing Committee held on 30th October 2025 and receive any reports on matters referred.

Minutes of the Extraordinary Staffing Committee meeting held on 30th October 2025 were provided on the table.

There were no matters referred.

Resolved: that the minutes of the Extraordinary Staffing Committee meeting held on 30th October 2025 are approved.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

25/11/S/08 To consider the format for a Council Employee and Councillor development day and make appropriate recommendations.

Cllr Dale briefed the committee on the initial research he had conducted.

The meeting discussed various options for the development day, the benefits of sharing best practice and the format for the day.

Resolved to Recommend: that the Clerk liaise with Clerks of comparable Parish Council to research options for a Councillor and Employee development day in the spring / summer of 2026 . Delegation to the Staffing committee to make the arrangements for the day with delegation to the Clerk, Cllr Dale and Cllr Glanville to propose a structure for the day to include learning and development objectives reporting back to the Staffing committee.

Proposed: Cllr. J. Poxon

Seconded: Cllr. M. Rainbird

The meeting agreed that with the recent co-option of Councillors, that a Councillor and team event take place ahead of the development day. The Clerk to look into options and report back to Full Council.

- 25/11/S/09** To receive and note correspondence from the Council's HR Consultants, Worknest, regarding the Handling of Harassment Outside of Work.

The correspondence from Worknest was provided ahead of the meeting.

Resolved: that the correspondence from the Council's HR Consultants, Worknest, regarding the Handling of Harassment Outside of Work is noted

Proposed: Cllr. E. Glanville

Seconded: Cllr. D. Cooper

The meeting agreed that following receipt of the correspondence, that the Clerk conduct a review of the Council's Policies in liaising with the Council's HR Consultants Worknest, to ensure that the Handling of Harassment Outside the Workplace is included.

- 25/11/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 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

- 25/11/S/11** To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee held on 9th October 2025 and receive any reports on matters referred.

The Confidential Minutes of the Extraordinary Staffing Committee meeting held on 9th October 2025 were circulated ahead of the meeting.

The Clerk and Chairman briefed the committee on matters referred.

The Clerk confirmed that the recruitment process for the Grounds Person was live and that the deadline for applications of the 18th November. The Clerk in liaison with the Chairman and Vice Chairman will be making the arrangements for shortlisting candidates and interviews.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee held on 9th October 2025 are approved.

Proposed: Cllr. M. Rainbird

Seconded: Cllr. R. Drew

The Clerk Left the meeting.

- 25/11/S/12** To receive and approve the Confidential Minutes of the Extraordinary Staffing Committee held on 30th October 2025 and receive any reports on matters referred.

The Chairman provided copies of the Confidential Minutes of the Extraordinary Staffing Meeting held on 30th October 2025. The committee was given time to read and consider the minutes.

Resolved: that the Confidential Minutes of the Extraordinary Staffing Committee held on 30th October 2025 are approved as an accurate record.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

The Clerk returned to the meeting.

- 25/11/S/13** To receive an update and consider the definition of Employee Welfare Checks as outlined in the Committees Terms of Reference and make appropriate recommendations on any proposed amendments.

The Committees Terms of Reference were provided ahead of the meeting for information. The Chairman provided an update on the recent employee welfare checks conducted in September.

The meeting agreed to defer the matter to the February Staffing Committee meeting.

- 25/11/S/14** To consider and approve overtime hours for Council employees working at the Council's Carol Concert event on 9th December 2025 and make appropriate recommendations.

Resolved to Recommend: that overtime for all employees working at the Council's Carol Concert event on 9th December 2025 is approved up to a maximum of 4 hours per employee. Delegation to the Clerk to agree overtime hours worked for the event with each employee.

Proposed: Cllr. R. Drew

Seconded: Cllr. J. Poxon

E. G. Smith

- 25/11/S/15 To receive an update and consider draft amendments to Council employee Job Descriptions and make appropriate recommendations to Full Council including proposals and arrangements for a consultation period with employees.**

The draft Job Descriptions with proposed amendments were circulated ahead of the meeting.

The Clerk briefed the meeting on the work completed to date on the Job Descriptions and made recommendations for the consultation period.

The meeting reviewed the draft Job Descriptions and discussed each of the roles, their responsibilities and proposed amendments and made appropriate recommendations.

- 25/11/S/16 To receive the Clerks report and make appropriate recommendations / resolutions.**

The Clerk's report was provided on the table and Councillors were invited to ask questions.

Resolved: that the Clerks report for November is noted.

Proposed: Cllr. R. Drew

Seconded: Cllr. M. Rainbird

- 25/11/S/17 Staffing matters.**

The Clerk and Chairman provided an update on staffing matters.

Meeting closed at 8.55pm