



Carn Brea Parish Council

Consel Plu Carn Bre

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

Scryuynyas dhu Consel

Email: clerk@carnbreaparishcouncil.gov.uk

Minutes of the Extraordinary Staffing Committee held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 5th March 2026 at 7.00pm.

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

Also Present: Andrew Moyle-Browning (Clerk).

26/03/ES1/01 Welcome and safety procedures.

Cllr Glanville welcomed the meeting and explained the safety procedures.

26/03/ES1/02 To receive apologies for non-attendance.

Apologies received from Cllr Cooper.

26/03/ES1/03 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.

26/03/ES1/04 To consider written request(s) for dispensations.

There were no written requests for dispensations received.

26/03/ES1/05 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.

26/03/ES1/06 To receive and approve the minutes of the Staffing Committee meeting held on 5th February 2026 and receive a report on any matters referred.

The minutes of the Staffing Committee meeting held on 5th February 2026 were circulated ahead of the meeting.

The Clerk confirmed that the employee policies have been submitted to Worknest for an annual review to ensure all policies align and are in line with any legislative changes.

Resolved: that the minutes of the Staffing Committee meeting held on 5th February 2026 are approved.

Proposed: Cllr. E. Glanville

Seconded: Cllr. M. Rainbird

26/03/ES1/07 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

26/03/ES1/08 To receive and approve the Confidential Minutes of the Staffing Committee meeting held on 5th February 2026 and receive a report on any matters referred.

The Confidential minutes of the Staffing Committee meeting held on 5th February 2026 were circulated ahead of the meeting.

Resolved: that the Confidential Minutes of the Staffing Committee meeting held on 5th February 2026 are approved.

Proposed: Cllr. R. Drew **Seconded:** Cllr. M. Rainbird

26/03/ES1/09 To receive an update on the Council Employee Job Description review.

The Clerk and Chairman provided an update on the Job Description review and consultation to date.

26/03/ES1/10 To receive a report on Council employee Annual Appraisals and make appropriate recommendations.

The Clerk provided a verbal report on the completed and outstanding employee Annual Appraisals and appropriate resolutions were made.

26/03/ES1/11 To receive the Clerks report and make appropriate recommendations / resolutions.

The Clerk's report and supporting documentation were circulated ahead of the meeting. Committee members were invited to ask questions and appropriate resolutions were made

Resolved: that the Clerks report for March 2026 is noted.

Proposed: Cllr. R. Drew **Seconded:** Cllr. J. Poxon

26/03/ES1/12 Staffing matters.

The Clerk and Chairman briefed the committee on Staffing matters and appropriate recommendations and resolutions were made.

Meeting closed at 8.18pm