

**Minutes for the FINANCE AND STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL held on Monday 4<sup>th</sup> October 2021, to be held at Mary's Church Hall, 6:00pm**



**Present:** Councillors: Mr. I. Stewart, Mr. R. Symonds, Mrs. S. Nash and Mr. J. Tull  
Lucy Jose, Clerk to the Council

**8996 Chairman's Welcome**

Cllr. Stewart, Chairman of Portreath Parish Council welcomed those present to the first meeting of the Finance and staffing Committee. Cllr. Stewart highlighted the covid safety measures and emergency procedures for the meeting.

**8997 To Receive Apologies**

Apologies were received from Cllr. Goodwin.

**8998 Declaration of Interests**

The Clerk declared an interest in agenda items 7, 9 and 10.

**8999 Public Participation Session, when members of the public may raise matters with Councillors  
None**

**9000 To appoint a Chairman for the Finance and Staffing Committee**

Cllr. Stewart nominated Cllr. Goodwin for the position of Chairman of the Finance and Staffing Committee.

The meeting noted Cllr. Goodwin had confirmed by email that although not present at the meeting that he was happy to take the role of chairman if nominated.

The motion was seconded by Cllr. Tull, put to the meeting and carried unanimously.

**9001 To Appoint a Vice Chairman for the Finance and Staffing Committee**

Cllr. Stewart nominated Cllr. Symonds for the position of Vice Chairman of the Finance and Staffing Committee. This was seconded by Cllr. Tull, put to the meeting and carried.

Cllr. Stewart handed over chairing the meeting to the newly elected vice chairman.

The Clerk declared an interest in the matters next due for discussion and left the meeting.

**9002 To approve the amended job description for the Clerk, authorise any action and consider associated expenditure**

Cllr. Symonds explained the suggested amendments to the clerk job description to bring it closer in line with the role of the clerk for this council, commenting that the previous job description was not relevant to this council.

Cllr. Symonds proposed that members of Portreath Parish Council Finance and Staffing Committee approve the amendments made to the Clerks job description. This was seconded by Cllr. J. Tull, put to the meeting and carried unanimously.

**9003 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed**

Cllr. Symonds proposed to resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed. This was seconded by Cllr. Stewart, put to the meeting and carried unanimously.

**9004 To Consider and approve the benchmarking the Clerks role and set a new Salary Scale point effective from 1<sup>st</sup> October 2021, authorise any action and consider associated expenditure**

Cllr. Symonds summarised the exercise to benchmark the clerk's role and advised that following the exercise that the Clerks Salary Scale point be amended.

Cllr. Symonds proposed that members of Portreath Parish Council Finance and staffing committee approve the recommendations in benchmarking the Clerks role and setting a new Salary Scale point. This was seconded by Cllr. Tull put to the meeting and carried unanimously.

**9005 To approve the amendments made to the Clerks contract,** authorise any action and consider associated expenditure  
Cllr. Tull explained the suggested amendments to the clerk contract to bring it closer in line with the national model contract that the Clerks current contract.

Cllr. Symonds proposed that members of Portreath Parish Council Finance and Staffing Committee approve the amendments made to the Clerks contract. This was seconded by Cllr. Stewart, put to the meeting and carried unanimously.

The Clerk re-joined the meeting.

**9006 To agree the date of the next meeting,** 6th December 2021  
Councillors agreed the date of the next meeting be Monday 6th December at 6pm.

**9007 Close of Meeting**  
The Vice Chairman thanked members for their attendance and participation in the first meeting of the Finance and staffing Committee and closed the meeting at 18:09.

6<sup>th</sup> December 2021

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Chairman – Cllr. Goodwin