

**Minutes of the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL  
Held on Thursday 12<sup>th</sup> October 2023, at Mary's Church Hall, 13.00hrs**



Councillors: Mr. J. Tull, Mrs. V. Webb and Mr. I. Stewart  
Lucy Jose, Clerk to the Council

Abbreviations:

<b>TOR</b>	Terms of Reference
<b>NALC</b>	National Association of Local Councils
<b>DSE</b>	Display Screen Equipment
<b>Cllr.</b>	Councillor

**23257 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting.

**23258 To confirm the minutes of the meeting held on Monday 19<sup>th</sup> June 2023**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 4<sup>th</sup> September 2023 be signed as constituting an accurate record of proceedings.

**23259 To Receive Apologies**

The meeting noted apologies from Cllr. Nash.

**23260 Declaration of Interests**

The Clerk Declared an interest in agenda item 11 & 12

**23261 Public Participation Session, when members of the public may raise matters with Councillors**  
None

**23262 Due to capacity of the Clerk, to approve moving non-urgent 'Staff Related' policy reviews to the next Staffing Meeting, authorise any action and consider associated expenditure**

Following discussion, the committee agreed to meet again in early 2024 to consider the following:

- Health & Safety Policy
- DSE Policy & Risk Assessment
- Legionella Risk Assessment
- Quality Council Status
- Safeguarding Training
- Clerical support for the Clerk
- Locum Clerk Services
- Business Continuity Measures

**23263 To consider the Clerks workload and approve priorities before the next Staffing Meeting, authorise any action and consider associated expenditure**

The meeting discussed the upcoming priorities of the Clerk including

- Budget Setting
- Remembrance Service
- Projects
- Finance
- General Administration

The meeting concurred that the Clerk should allocate working days to complete outstanding tasks and discussed better use of the out of office response and website.

**23263 To consider the Clerk attending the SLCC Annual Conference, 24/25, authorise any action and consider associated expenditure**

The Clerk informed the meeting that the cost of attending the conference this year was approximately £500. The Clerk commented that the council should also consider the cost of transport for attending the conference when recommending this be included in the 24/25 budget to full council.

Members of the staffing committee unanimously resolved to ask the full council to ensure adequate budget to allow the Clerk to attend the 2024 SLCC Annual Conference.

**23264 To approve the amended job description for the Clerk,** authorise any action and consider associated expenditure

The Chairman explained the minor changes to the Clerks job description, commenting that the main amendments were to remove the value of the assets and budget from the job description. Following brief discussion members of the Staffing Committee unanimously **RESOLVED** to approve the amended job description for the Clerk.

**23265 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**

Members of the staffing committee unanimously **RESOLVED** 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.

**23266 To Consider and approve the benchmarking the Clerks role and set a new Salary Scale point effective from 1<sup>st</sup> October 2023,** authorise any action and consider associated expenditure

The Chairman summarised the exercise to benchmark the clerk's role and advised that following the exercise that the Clerks Salary Scale point be amended

The Chairman proposed that members of Portreath Parish Council Staffing Committee approve the recommendations in benchmarking the Clerks role and setting a new Salary Scale point. This was seconded by Cllr. Stewart put to the meeting and carried unanimously.

**23267 To approve the amendments made to the Clerks contract,** authorise any action and consider associated expenditure

The Chairman explained the suggested amendments to the clerk contract.

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

**23270 To agree the date of the next meeting,** as required

The meeting agreed to review the date for the next meeting in the new year.

**23271 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 13:55.

2024

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Committee Chairman – Cllr. Webb