Notice of Meeting

Staffing Committee

To Members of the Staffing Committee: Cllrs Pentecost, Bowers, Cook, Hunter, Miners
You are hereby summoned to attend the next meeting of the Staffing Committee, to be held at **5.30pm, 19 October 2026** at the Parish Council Meeting Room, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB.

Amanda Coleman
Parish Clerk
14 October 2026

Agenda

1. To **note** Councillors present
2. To **receive** apologies and accept the reasons for any non-attendance.
3. To **receive** any declarations of interest on items on the agenda and note any dispensations granted.
4. To **receive** and **approve** the minutes of the Committee meeting held on Monday 14 September 2026.
5. To **receive** the Asbestos incident report from the Clerk.
6. To **resolve to recommend to Council** the Local Government Employers Discretion Policy (no changes).
7. To **discuss** Christmas Opening for the Library and the Office and **resolve** on any further actions.
8. To **approve** the Library Closedown Procedure.
9. To **ratify** contracting South West Councils to undertake a salary/banding evaluation with the Clerk at a cost of £680/£930 plus VAT.
10. To **resolve** on training courses for staff and councillors with Breakthrough Communications (personal confidence under pressure: handling difficult conversations and staying resilient, data protection and FOI for councillors, and AI and your Council: Creating a safe, practical and effective approach, at the cost of £1485 plus VAT.

11. **Public Bodies (Admission to Meetings) Act 1960. To resolve that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Staffing**

12. To **resolve** on nominating members to a Hearing Panel should a further disciplinary matter be taken forward.
13. To **resolve** on request from the Library Manager to amend working hours to facilitate a pilates class on a Thursday morning.
14. To **discuss** whether additional staffing cover is required to cover sickness and holidays and **resolve** on any further actions and associated costs.
15. To **discuss** the Finance Officer's job evaluation/benchmarking exercise undertaken by the Clerk and **resolve** on any further actions and associated costs.
16. To **discuss** the 27/28 Staffing Budget and **resolve to recommend to Council** the following:
    - Potential new system for grading/banding of staff salaries (excluding the Clerk)
    - Apprenticeships - business administration apprenticeship and property maintenance operative
    - Out of hours service
    - Library opening hours/staffing requirements
    - Library clocking in system
17. To **receive** a general update on staffing from the Clerk.
18. To **note** the date of the next meeting: TBA