



Minutes – Staffing Committee

Minutes of the meeting held at 6pm on Monday 11 March 2024 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

In attendance: Amanda Lash (Clerk)

1. **To note councillors present:**
Cllrs Arthur (Chair), Bowers, Pentecost, White 20/24/S
2. **Apologies and accept reasons.**
Cllr Gaisford 21/24/S
3. **Declarations of interest and dispensations granted.**
None. 22/24/S
4. **To receive and approve the minutes of 29 January 2024**
It was **resolved** to approve the minutes as a true and accurate record of the meeting.
Proposed: Cllr Arthur Seconded: Cllr White unan 23/24/S
5. **To resolve on vehicle tracking quotation from Fleet.com for PPC vehicles**
It was **resolved** to instruct Fleet.com at a cost of £399 SVT CAT 7 system per vehicle, including installation and subscription for 36 months.
Proposed: Cllr Bowers Seconded: Cllr White unan 24/24/S
6. **To note the NJC Pay Claim 2024-25**
Noted. 25/24/S
7. **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
No members of the public to exclude 26/24/S
8. **To note Occupational Health Report and Receive Update from the Clerk regarding Street Cleaning Staff and agree any further actions**
OH report was noted.

It was **resolved** to approve the Clerk's draft letter.
Proposed: Cllr Bowers Seconded: Cllr Pentecost unan 27/24/S
9. **To recommend to Council the appointment of a new Administration Officer**
It was **resolved** to recommend to Council the appointment of Victoria Millar, one-year fixed contract. Start date 15 April 2024
Proposed: Cllr Pentecost Seconded: Cllr White unan 28/24/S

10. To review the Clerk's 1-6 objectives and approve new objectives for the period 6-12 months.

Objectives 1-6 months were noted reviewed.

The Clerk's 6-12 month objectives as noted above were resolved.

Proposed: Cllr Pentecost Seconded: Cllr Bowers unan 29/24/S

11. Date of Next Meeting

The date of the next meeting: 8 April @ 6.15pm

30/24/S

There being no further business, the Chair closed the meeting at 6.50pm