Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

GDPR Compliant Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 11th March 2026 at 7.00 pm.

PRESENT:

Councillors Graham Ford (Chairman), Anne Edwards (Vice Chairman), Gary Cullimore, and David Ekinsmyth.

IN ATTENDANCE:

Mrs S Rimell, Clerk

SC26/03/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS.

There were no apologies received.

Councillor Hodge was absent.

SC26/03/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY.

The Clerk declared an interest in the agenda items relating to the Clerk's annual appraisal; working arrangements and office opening hours; the ergonomic welfare assessments; and the review of the pension provision.

SC26/03/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS.

There were no applications for dispensations.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

SC26/03/4 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 29TH JANUARY 2026, AND THE CHAIRMAN TO SIGN THEM.

SC26/03/4.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Cullimore and **RESOLVED to receive and approve the GDPR compliant minutes of the Staffing Committee for publication on the website held on the 29th January 2026 with the inclusion of the page numbers and signed by the Chairman.**

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

SC26/03/5 THAT THE COUNCIL RESOLVES 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.

SC26/03/5.2 It was proposed by Councillor Mrs Edwards, seconded by Councillor Ekinsmyth and **RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

SC26/03/6 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 29TH JANUARY 2026, AND THE CHAIRMAN TO SIGN THEM.

SC26/03/6.2 It was proposed by Councillor Cullimore, seconded by Councillor Mrs Edwards and **RESOLVED to receive and approve the Confidential minutes of the Staffing Committee meeting held on the 29th January 2026 with the inclusion of the page numbers and the Chairman to sign them.**

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

SC26/03/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY.

There were no matters arising.

SC26/03/8 TO RECEIVE A REPORT ON THE CLERK'S ANNUAL APPRAISAL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE.

SC26/03/8.2 It was proposed by Councillor Ford, seconded by Councillor Ekinsmyth and **RESOLVED to receive a report on the Clerk's annual appraisal.**

On a vote being taken the matter was approved unanimously.

SC26/03/9 TO RECEIVE A REPORT ON WORKING ARRANGEMENTS AND OFFICE OPENING HOURS AND AGREE ANY FUTURE ACTIONS.

SC26/03/9.2 It was proposed by Councillor Cullimore, seconded by Councillor Ekinsmyth and **RESOLVED to receive a report on working arrangements and office opening hours.**

On a vote being taken the matter was approved unanimously.

SC26/03/10 TO RECEIVE QUOTES FOR ERGONOMIC WELFARE ASSESSMENTS OF EMPLOYEE WORKSTATIONS AND THE EFFICIENCY OF THE OFFICE ENVIRONMENT, APPOINT A CONTRACTOR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE.

SC26/03/10.2 It was proposed by Councillor Ford, seconded by Councillor Ekinsmyth and **RESOLVED to receive quotes for ergonomic welfare assessments of employee**

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

workstations and the efficiency of the office environment, to appoint Pennington Health to complete the assessments and to approve the associated expenditure.

On a vote being taken the matter was approved unanimously.

SC26/03/11 TO RECEIVE A REPORT AND REVIEW THE PENSION PROVISION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE.

SC26/03/11.2 It was proposed by Councillor Ford, seconded by Councillor Mrs Edwards and **RESOLVED to receive the report and that the pension provision has been reviewed.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.46pm.

Signed:

Date: