ILLOGAN PARISH COUNCIL

Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 14th January 2026 at 7.00 pm.

PRESENT: Cllrs Graham Ford (Chairman), Anne Edwards (Vice Chairman), Gary Cullimore, and David Ekinsmyth.

IN ATTENDANCE: Mrs S Rimell, Clerk

SC26/01/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received.

Cllr Hodge was absent.

SC26/01/2 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 Clerk's Terms and Conditions.

SC26/01/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations.

SC26/01/4 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 17TH DECEMBER 2025, AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth, seconded by Cllr Cullimore and

SC26/01/4.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 17th December 2025 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC26/01/5 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.

It was proposed by Cllr Ford, seconded by Cllr Mrs Edwards and

SC26/01/5.2 RESOLVED: that 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.

On a vote being taken the matter was approved unanimously.

SC26/01/6 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 17TH DECEMBER 2025, AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth, seconded by Cllr Ford and

SC26/01/6.2 RESOLVED: to receive and approve the confidential minutes of the Staffing Committee meeting held on the 17th December 2025 and the Chairman to sign them.

On a vote being taken the matter was approved unanimously.

SC26/01/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Matters arising and a report on progress of actions were reported.

SC26/01/8 TO REVIEW THE CLERK'S TERMS AND CONDITIONS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr Mrs Edwards and

SC26/01/8.2 RESOLVED: that the Clerk's Terms and Conditions were reviewed.

On a vote being taken the matter was approved unanimously.

SC26/01/9 TO REVIEW EMPLOYEE WORKSTATIONS AND THE ASSOCIATED ERGONOMIC SET UP IN THE OFFICES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Edwards, seconded by Cllr Cullimore and

SC26/01/9.2 RESOLVED: that the employee workstations and ergonomic set up of the office was reviewed.

On a vote being taken the matter was approved unanimously.

SC26/01/10 TO ARRANGE EMPLOYEE ANNUAL APPRAISALS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Edwards, seconded by Cllr Ekinsmyth and

SC26/01/10.2 RESOLVED: that the employee annual appraisals were

arranged.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.08pm.

Signed: …….

Date: …….