ILLOGAN PARISH COUNCIL

GDPR Compliant Minutes of the Staffing Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Monday 24th November 2025 at 7.00 pm.

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

IN ATTENDANCE: Mrs S Rimell, Clerk

SC25/11/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received.

Cllr Hodge was absent.

SC25/11/2 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

There were no interests declared.

SC25/11/3 TO CONSIDER APPLICATION FROM MEMBERS FOR DISPENSATIONS

There were no requests from members for dispensations.

SC25/11/4 TO APPOINT A VICE CHAIRMAN OF THE COMMITTEE FOR THE 2025/26 MUNICIPAL YEAR

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

SC25/11/4.2 RESOLVED: to appoint Cllr Mrs Edwards as Vice Chairman of the Staffing Committee for the 2025/26 municipal year.

On a vote being taken the matter was approved unanimously.

SC25/11/5 TO RECEIVE AND APPROVE THE GDPR COMPLIANT MINUTES OF THE STAFFING COMMITTEE MEETING FOR PUBLICATION ON THE WEBSITE HELD ON THE 14TH OCTOBER 2025, AND THE CHAIRMAN TO SIGN THEM

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

SC25/11/.2 RESOLVED: to receive and approve the GDPR Compliant minutes of the meeting of the Staffing Committee meeting held on the 14th October 2025 and the Chairman to sign them.

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

SC25/11/6 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 Ekinsmyth, seconded by Cllr Cullimore and

SC25/11/6.2 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.

SC25/11/7 TO RECEIVE AND APPROVE THE CONFIDENTIAL MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 14TH OCTOBER 2025, AND THE CHAIRMAN TO SIGN THEM

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

SC25/11/7.2 RESOLVED: to receive and approve the minutes of the meeting of the Staffing Committee meeting held on the 14th October 2025 and the Chairman to sign them.

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

SC25/11/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

SC25/11/9 TO RECEIVE APPLICATIONS FOR THE POST OF ASSISTANT TO THE CLERK, SHORTLIST APPLICANTS FOR INTERVIEW AND AGREE ANY FUTURE ACTIONS

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

SC25/11/9.2 RESOLVED: to receive applications for the post of Assistant to the Clerk, and to shortlist applicants for interview.

On a vote being taken the matter was approved unanimously.

SC25/11/10 TO CONSIDER CANDIDATE INTERVIEWS, WHO WILL COMPLETE THEM, WHEN AND WHERE THEY WILL BE HELD AND AGREE ANY FUTURE ACTIONS

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

SC25/11/10.2 RESOLVED: to appoint the personnel to complete the

Interviews for the Assistant to the Clerk.

On a vote being taken the matter was approved unanimously.

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

SC25/11/10.3 RESOLVED: to agree the dates, venue and format of the Interviews for the Assistant to the Clerk.

On a vote being taken the matter was approved unanimously.

SC25/11/11 TO RECEIVE DRAFT JOB SPECIFICATION, PERSON SPECIFICATION, INTRODUCTION, AND ADVERT, FOR A HANDYPERSON AND AGREE ANY FUTURE ACTIONS

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

SC25/11/11.2 RESOLVED: to defer the Job Specification, Person Specification, Introduction, And Advert, For A Handyperson until a future meeting.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.49pm.

Signed: …….

Date: …….