



ST. JUST IN ROSELAND PARISH COUNCIL

V.A.T. No. 527 0370 65

The Millennium Rooms, The Square, St Mawes, Truro TR2 5AG
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NOTICE OF THE MEETING OF THE PERSONNEL COMMITTEE
To be held in "The Rec", St Mawes - Monday 4th March 2026– 10.00 to 12.00 pm

Today's date – 25th February 2026

All members of the Personnel Committee are hereby summoned to attend for the purpose of considering and resolving upon the business as set out in the agenda.

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

1. **To accept apologies for absence**
2. **Declaration of Interest:**
 - a) Disclosable Pecuniary Interest
 - b) Non-registerable Interest
 - c) Of gifts to the value of more than £25
 - d) To consider requests for dispensation on items on the agenda
3. **Public Participation**

Members of the public may address Councillors on any item on the agenda, for no longer than 3 minutes per person. This agenda item shall not exceed 15 minutes.
4. **To confirm the minutes of the previous meeting held on 9th February 2026 and discuss any matters arising not on the agenda.**
5. **To discuss and consider the following items**
 - **Benchmarking of parish clerks job description**
 - **Caretaker and cleaner contract**
 - **Caretaker and cleaner job description**
 - **Payroll providers**
6. **Any other business that the Chairman considers to be of urgency**

Helen Couch – Parish Clerk & Responsible Financial Officer