

Minutes of the Personnel Committee of St Just in Roseland Parish Council held on Wednesday 4th March 2026 in the "Rec", St Mawes. The meeting commenced at 10.00am.

Councillors Present: K. Warren (Chairman), E. Andrew, A Fordham
Also present: H Couch (Parish Clerk) and 0 members of the public.
Other Councillors – none

1. To accept apologies for absence – Cllr Giles (Council Chairman) and Cllr Williams

2. Declaration of Interest:

- a) Disclosable Pecuniary Interest – *Cllr Fordham if anything relates to the Parish Administrator
- b) Non-Registerable Interest – None declared
- c) Of gifts to the value of more than £25 - None declared
- d) To consider requests for dispensation on items on the agenda – None declared

3. Public Participation – None

4. Confirmation of the minutes of the Parish Council Meeting held on 9th February 2026:

The Council RESOLVED, by a show of hands by those who had attended the said meeting that the minutes of the meeting be approved. All in favour and they were duly signed by the Chairman.

Matters arising:

- Benchmarking of Parish Clerk role – Clerk has now received the form and is working through completing it. Once all the information is done, Cllr Giles (Chairman of the Council) and Cllr Warren (Chairman of Personnel) will sign and agree that the details included are correct .

5. Review of Model Contract

It was agreed at the previous meeting to undertake a detailed review of the model contract provided by the National Association of Local Councils (NALC). Accordingly, Councillors conducted a comprehensive, line-by-line examination of the document during this meeting.

A number of amendments were proposed and subsequently agreed in order to ensure that the contract accurately reflects the specific requirements of the Council, particularly in relation to the Caretaker and Cleaner roles. Throughout the discussion, Councillors were mindful of the need to focus on the responsibilities and requirements of the roles themselves, rather than any individual currently undertaking them.

It was further agreed that a revised version of the contract, incorporating the agreed amendments, will be circulated to Members in advance of the next meeting. At that time, the Council will also consider the associated job descriptions and the appropriate pay scale for each role.

6. Any other business that the Chairman considers to be of urgency

It was agreed that another meeting should be called for next month to complete these two roles.

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There being no further business, the meeting closed at 11.45am

Signed as a true record.....Chairman Cllr. K Warren

Dated