

Minutes of the Personnel Committee of St Just in Roseland Parish Council held on Monday 9th February 2026 in the Millennium Rooms, St Mawes. The meeting commenced at 6.00pm.

Councillors Present: K. Warren (Chairman), E. Andrew, A Fordham and C Williams
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)

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 23rd November 2025:

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 – Cllr Warren agreed to contact CALC direct, Clerk to confirm contact details.

5. Review of Policies

The Clerk discussed our current staff contracts and job descriptions. It was agreed that all staff contracts should be modelled from the Model Contract of Employment for Local Councils. The job descriptions for the four contracts, Caretaker, Parish Administrator, Cleaner and Parish Clerk should be updated to form a true reflection of the actual jobs. The policy and procedures for staff will follow this piece of work.

It was agreed that the caretaker and cleaner will be completed first. For the next meeting, Clerk will update the job description for caretaker and produce one for cleaner. The contracts will be discussed at the next meeting, allowing members time to review the model contract document and prepare a revised, clarified version. It was agreed that a training document would then be produced which would include all staff information on polices and procedures.

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

It was agreed that the Clerk should endeavour to get details of a payroll company to take over our payroll as a matter of urgency, a Cornish firm would be preferable. This will be discussed at the next meeting.

Councillor code of conduct was discussed and it was noted that poor behaviour and disrespect reflects on the Parish Council as a whole. The amount of unclear, overly wordy and irrelevant emails that are sent to the Clerk from Councillors should be recorded and the Clerk should respond to them individually, asking for the succinct reason for the email.

It was agreed that the next meeting would be held on Wednesday 4th March at 10.00 in the car park office.

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There being no further business, the meeting closed at 7.15pm

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

Dated