

Minutes of the Personnel Committee of St Just in Roseland Parish Council held on Monday 21st July in the Millennium Rooms, St Mawes. The meeting commenced at 5.15pm.

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

Also present: H. Couch (Clerk) and 0 members of the public.

Other Councillors – none

Cllr Warren welcomed everyone to the Personnel committee meeting of St Just in Roseland Parish Council.

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 30th June 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, with the wording amendment. All in favour and they were duly signed by the Chairman.

Matters arising:

- Benchmarking of Parish Clerk role – Clerk updated that this has progressed with the Cornwall Association of Local Councils and there are awaiting a phone call from a Councillor to start the official work. The Clerk will organise a phone call with Cllr Warren and Cllr Giles, and the paperwork will then need to be completed.
- The Clerk currently has got two quotes but these range quite significantly and it was agreed to contact one more, as it was a recommendation from our Internal Auditor to change supplier.
- Contracts/Pension Details defer until next meeting

5. Review of Policies

- Social Media – a good discussion took place about this policy and it was agreed that more time would be required to ensure that it covers everything that is necessary. It was felt that the policy needs to cover press as well as social media, clerk to check for a template. The civility and respect pledge that was signed previously by the Council was examined for information. Clerk to provide details of when this was done.
- Complaints – defer until next meeting

6. Staff Issues

The clerk explained that all staff are on the Local Government Services pay scale, which is reviewed annually. The staff pay is always backdated to the previous April, as decisions are not normally formally agreed upon by the unions until later in the year.

7. Any other business that the Chairman considers to be of urgency - none

CONFIDENTIAL

It was agreed that the Parish Administrator be awarded an extra spinal point for completion of the ILCA qualification. This will be recommended under confidential matters at the next full parish council meeting.

There being no further business, the meeting closed at 6.30 pm

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

Dated