

Minutes of the Personnel Committee of St Just in Roseland Parish Council held on Monday 20th October in the Millennium Rooms, St Mawes. The meeting commenced at 5.00pm.

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 8th September 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 –The Clerk will organise a phone call with Cllr Warren and Cllr Giles, and the paperwork will then need to be completed.

5. Review of Policies

The following were reviewed in detail, using researched material and amendments made. It was agreed to recommend approval at the next full Parish Council meeting.

- Complaints procedure
- Vexacious or unreasonably persistent complaints policy
- Social media policy

At the next meeting, it was agreed that the staff disciplinary procedures would be reviewed. Clerk to send documents around to Councillors with the agenda.

6. Staff Issues - None

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

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There being no further business, the meeting closed at 6.15 pm

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

Dated