

Minutes of the Personnel Committee of St Just in Roseland Parish Council held on Monday 23rd November 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: R Fordham (Parish Administrator) 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 20th October 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 – Clerk to organise a phone call with Cllr Warren and Cllr Giles, followed by completion of the paperwork.

Due to the absence of the Clerk, this will be carried forward to the next meeting

5. Review of Policies

The following were reviewed in detail, using researched material and amendments noted. Amended policies will be discussed at the next meeting of the Personnel Committee. A request was made to have a copy of staff contracts and/or conditions of employment for reference at the next meeting as they are relevant to these policies.

- Staff Disciplinary Policy and Procedure
- Grievance Policy and Procedure

6. Staff Issues - None

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

The Chair requested that staff annual appraisals be discussed at the next meeting.

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There being no further business, the meeting closed at 5.50pm

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

Dated