

Clerks Report 16th June 2025

(Additional Full Council Meeting & Staffing Committee Meeting)

Youth Engagement Working Group Update

8. To receive the following reports, authorise any action and consider associated expenditure

b) YOUTH Engagement Working Group

i) **General Update**

The youth engagement sessions started w/c 9th June

ii) **To ratify the decision made under delegated authority (by the Clerk in consultation with Councillors) to apply to the Proceed of Crime Grants & MVRG Project /Start Up Fund to facilitate further youth engagement sessions.**

iii) **To approve the application for funding from Prime Foundation for funding to facilitate further youth engagement sessions and events**

iv) **To delegate authority to the Clerk to apply for time limited funding sources for the provision of further youth engagement sessions and initiatives**

Recommended: To delegate authority to the Clerk to apply for time limited funding sources for the provision of further youth engagement sessions and initiatives, to ensure any potential funding opportunities are not missed as many have short application windows.

Facilities Working Group

The facilities working group recommends the following are adopted by the Parish Council:

- **Wallgate:** recommendation, to accept the attached quotation for a 3 year service contract
- **Cleaning:** recommendation to engage a local cleaner for ad hoc cleaning of the community hub (inc tea station and toilet)
- **Commercial Bookings: Recommended Pricing Structure :**
 - 2 Hour session **£15.00**
 - ½ day or evening booking (1 session) **£25.00**
 - Full day booking (2 sessions) **£50.00**
 - Full Day (including the evening, 3 sessions) **£75.00**

Planning Report

Applications for consideration:

[PA25/03635 | Provision of a covered slurry store tank and associated works | Carvannel Farm North Cliffs Camborne Cornwall TR14 0HQ](#)

[PA25/03634 | Provision of a Farmyard Manure building and associated works | Carvannel Farm North Cliffs Camborne Cornwall TR14 0HQ](#)

[PA25/03674 | Partial demolition, extensions and external alterations | Westerley Lighthouse Hill Portreath Redruth Cornwall TR16 4LH](#)

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5 Day Notices: None

Appeals: None

Approved:

PA25/01502 | Construction of extension to the rear elevation, and installation of solar PV panels to the roof of existing outbuilding | 21 Greenfield Terrace Portreath Redruth Cornwall TR16 4LY

Refused: None

Closed Advice Given: None

Staffing Committee Meeting

- 8. To prepare a plan for the 2025 staff appraisal process,** authorise any action and consider associated expenditure

Recommend appraisals and 6 month reviews are carried out in July 2025

- 9. Review of the Council's Health & Safety Policy**

Recommendation: make the following changes to the policy:

- Add Review Section
- Remove unnecessary footer for all pages
- Formatted to bring in line with other council policies
- Remove unnecessary signature/review space on page 1
- Update section 3.2 to include: Any accidents should be reported to the Staffing Committee. The Staffing Committee will review all accidents and make any necessary changes to reduce this type of accident from reoccurring. If deemed necessary, the accident may also be discussed at a Full Council meeting.
- Update section 3.6, bring inline with current regulations
- Update section 3.9 – add, All employees complete a DSE risk Assessment Annually
- Update Section 3.10 reword whole paragraph.
- Update section 3.11 removed table for accessibility, updated list to reference the new office and community hub, removed reference to former public toilets

- 10. Review of the Council's Dignity at Work Policy**

Recommendation: No Changes required

- 11. Review of the Council's Disciplinary Policy**

Recommendation: No Changes required

- 12. Review of the Council's Grievance Policy**

Recommendation: No Changes required

- 13. Review of the Council's Training and Development Policy**

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Recommendation: No Changes required

14. Review of the Council's Equality & Diversity Policy

Recommendation: No Changes required

15. Review of the Council's DSE Policy

Recommendation:

- Added link to 'Working From Home DSE' https://www.hse.gov.uk/msd/dse/home_working.htm
- Removed Employee Declaration sheet from policy (this is covered through training and risk assessment)

16. To adopt the draft Sexual Harassment Policy

Recommendation: Adopt the policy

17. To adopt the draft Lone Worker Policy

Recommendation: Adopt the policy

18. To consider a schedule of meeting for the year 25/26

- 15th September 2025
- Further meetings scheduled as required.

PORTREATH
PARISH COUNCIL