

Clerks Report 5th October 2025

Points of Interest

- Formal notice of resignation of received from the Assistant to the Clerk

07/10/25

Agenda Items

6. **To review the Staff Recruitment and selection policy and procedure**, authorise any action and consider associated expenditure

No change required

7. **To Review the Recruiting Safeguarding Statement & Recruitment Privacy Statement**, authorise any action and consider associated expenditure

No change required

8. **To receive a report from the clerk with a recommendation for staffing at Portreath Parish Council**, authorise any action and consider associated expenditure

- i) **To receive the report and clerks' recommendation**

See attached

- ii) **To agree a preferred option for parish council staffing levels**

Clerks' recommendation: Option 2

- iii) **To agree the job title for the role within the parish council**

Clerks Recommendation: Parish Council Support Officer

- iv) **To agree a job description for the role within the parish council,**

Clerks Recommendation: See attached

- v) **To agree the person specification for the role within the parish council,**

Clerks Recommendation: See attached

- vi) **To approve the recommended SCP scale for the role**

Clerks Recommendation: See attached

- vii) **To approve the advertising schedule for the role**

Clerks Recommendation: See attached

- viii) **To agree a time scale for recruitment of new member of staff,**

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Clerks Recommendation: See attached

9. To agree expenditure on graphic design software for use of council staff, authorise any action and consider associated expenditure

<https://www.canva.com/pricing/>

Clerks Recommendation: Canva Pro



PORTREATH
PARISH COUNCIL