

**Councillors are hereby summoned to attend the
STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
on Monday 20th October 2025, to be held at Portreath Community Hub, 5:00pm**

A G E N D A

- 1. Chairman's Welcome**
- 2. To confirm the minutes of the meeting held on Thursday 16th June 2025**
- 3. To Receive Apologies**
- 4. Declaration of Interests**
- 5. Public Participation Session**, when members of the public may raise matters with Councillors
- 6. To review the Staff Recruitment and selection policy and procedure**, authorise any action and consider associated expenditure
- 7. To Review the Recruiting Safeguarding Statement & Recruitment Privacy Statement**, authorise any action and consider associated expenditure
- 8. To note the staff appraisals and reviews for all staff carried out in September 2025**, authorise any action and consider associated expenditure
- 9. To Receive the resignation of the Assistant to the Clerk**, authorise any action and consider associated expenditure
- 10. 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,**
 - ii) To agree a preferred option for parish council staffing levels,**
 - iii) To agree the job title for the role within the parish council,**
 - iv) To agree a job description for the role within the parish council,**
 - v) To agree the person specification for the role within the parish council,**
 - vi) To approve the recommended SCP scale for the role,**
 - vii) To approve the advertising schedule for the role,**
 - viii) To agree a time scale for recruitment of new member of staff,**
- 11. To agree expenditure on graphic design software for use of council staff**, authorise any action and consider associated expenditure
- 12. To agree the date of the next meeting**, 19th November 2025
- 13. Close of Meeting**

L.B. Jose

CLERK TO THE COUNCIL

clerk@portreath-pc.gov.uk