

**Minutes for the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL  
Held on Monday 18<sup>th</sup> November 2024, at Mary's Church Hall, from 7:00pm**



Councillors: Chairman Mrs. S. Nash, Mr. S Goodwin, Mr. I. Stewart, Ms. J. Parker & Mr. J. Tull  
Lucy Jose, Clerk to the Council

Abbreviations:

<b>CC</b>	Cornwall Council
<b>PPC</b>	Portreath Parish Council
<b>NKEP</b>	North Kerrier & East Penwith Community Area
<b>MVRG</b>	Mining Villages Regeneration Group
<b>CAP</b>	Community Area Partnerships
<b>NDP</b>	Neighbourhood Development Plan
<b>CALC</b>	Cornwall Association of Local Councils
<b>SLCC</b>	Society of Local Council Clerks
<b>NJC</b>	National Joint Councils
<b>NALC</b>	National Association of Local Councils
<b>SSP</b>	Salary Scale Point
<b>HOT</b>	Heads of Terms
<b>CIL</b>	Community Infrastructure Levy
<b>CLUP</b>	Community Levelling Up Program
<b>TOR</b>	Terms of Reference

**24273 Chairman's Welcome**

The Chairman welcomed those present to the meeting and explained procedures for the meeting.

**24274 To confirm the minutes of the meeting held on Thursday 23<sup>rd</sup> September 2024**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 23<sup>rd</sup> September 2024 be signed as constituting an accurate record of proceedings.

**24275 To Receive Apologies**

None

**24276 Declaration of Interests**

None

**24277 Public Participation Session, when members of the public may raise matters with Councillors**

None

**24278 To note the 2024 Local Government Services, Pay Agreement, applicable to all employees from the 1<sup>st</sup> April 2024, authorise any action and consider associated expenditure**

The meeting noted the 2024 Local Government Services, Pay Agreement, applicable to all employees from the 1<sup>st</sup> April 2024.

**24279 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed**

Members of the Portreath Parish Council Staffing Committee unanimously **RESOLVED** under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

**24280 To approve the payment of the additional hours that the Clerk has worked up to this point in 24/25, authorise any action and consider associated expenditure**

Members of the Portreath Parish Council Staffing Committee unanimously **RESOLVED** the payment of the additional hours that the Clerk has worked (40 hours) up to this point in 24/25.

**24281** To approve the benchmarking of the Clerks Salary Scale Point inline with contractual obligations to reflect the increased responsibilities that the opening of the new office and community hub will bring, effective from the 1<sup>st</sup> January 2024, authorise any action and consider associated expenditure

Members of the Portreath Parish Council Staffing Committee reviewed the benchmarking of the role to reflect increased responsibilities that the Clerk which will include the supervision of staff as of 1<sup>st</sup> January 2025 and unanimously **RESOLVED** to increase the SSP of the clerk, effective from the 1<sup>st</sup> January 2025.

**24282** To appoint a candidate from the shortlisted applicants to the role of Assistant to the Clerk who will be employed under the new model contract on SCP 5-6, authorise any action and consider associated expenditure

The Chairman summarised the interview process.

The interview panel recommended the preferred candidate that best fit the Person Specification from both the application and interview stage.

Members of the Portreath Parish Council Staffing Committee unanimously **RESOLVED** to appoint the preferred candidate to the role of Assistant to the Clerk.

**24283** To agree the date of the next meeting, as required

The meeting agreed that any working group and committee meeting would be scheduled as required.

**20284** Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:30.

TBC

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Cllr. S. Nash