

Minutes for the STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
Held on Monday 20th October 2025 at Portreath Community Hub, 5.00pm



Councillors: Mrs S. Nash, Mr. I. Stewart and Mrs J. Parker
Lucy Jose, Clerk to the Council
Emma James, Assistant to the Clerk

Abbreviations:

CC	Cornwall Council
EA	Environment Agency
PPC	Portreath Parish Council
NKEP	North Kerrier & East Penwith Community Area
MVRG	Mining Villages Regeneration Group
CAP	Community Area Partnerships
NDP	Neighbourhood Development Plan
PIC	Portreath Improvements Committee
PAL	Portreath Association Limited
CALC	Cornwall Association of Local Councils
CaP	Climate Action Plan
CAWG	Climate Action Working Group
WAAF	Women's Auxiliary Air Force
CIL	Community Infrastructure Levy
CLUP	Community Levelling Up Program
AfC	Action for Children
TOR	Terms of Reference

25237 Chairman's Welcome

The Chairman welcomed everyone to the meeting and explained the safety procedures.

25238 To confirm the minutes of the full council meeting held on Thursday 16th June 2025

Councillors unanimously **RESOLVED** the minutes for the meeting held on the 16th June 2025 be signed as constituting an accurate record of proceedings.

25239 To Receive Apologies

The meeting noted apologies from Cllr J. Tull

25240 Declaration of Interests

None

25241 Public Participation Session, when members of the public may raise matters with Councillors, (limited to 3 minutes per speaker with a maximum of 15 minutes in total)

None

25242 To review the Staff Recruitment and selection policy and procedure, authorise any action and consider associated expenditure

Councillors reviewed the Staff Recruitment and selection policy and procedure and unanimously **RESOLVED** that no changes were required to the policy.

25243 To review the Recruiting Safeguarding Statement and Recruitment Privacy Statement, authorise any action and consider associated expenditure

Councillors reviewed the Recruiting Safeguarding Statement and Recruitment Privacy Statement and unanimously **RESOLVED** that no changes were required.

25244 To note the staff appraisals and reviews for all staff carried out in September 2025, authorise any action and consider associated expenditure

The meeting noted that all staff appraisals and reviews had been completed in September 2025.

The Clerk had requested the Council consider joining the Local Government Pension Scheme. She would research more details for the next meeting.

25245 To receive the resignation of the Assistant to the Clerk, authorise any action and consider associated expenditure

Councillors received the resignation of the Assistant to the Clerk.

25246 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 Clerk's recommendation**

Councillors received and noted the Clerk's recommendation

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

Councillors considered the options and unanimously **RESOLVED** that option 2 was the best fit for the Council at this time.

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

Councillors considered the options and unanimously **RESOLVED** that Parish Council Support Officer was the preferable job title for the role.

iv. **To agree a job description for the role within the parish council**

Councillors considered the job description and unanimously **RESOLVED** to approve the job description.

v. **To agree the person specification for the role within the parish council**

Councillors considered the person specification and unanimously **RESOLVED** to approve the person specification

vi. **To approve the recommended SCP scale for the role**

Councillors considered the SCP scale for the role and unanimously **RESOLVED** for the SCP to be LC1, SCP 5-6

vii. **To approve the advertising schedule for the role**

Councillors approved the advertising schedule for the role.

viii. **To agree a timescale for recruitment of new member of staff**

Councillors agreed the timescale for the recruitment of the new staff member with the successful applicant to begin the post in January 2026.

25247 To agree expenditure on graphic design software for use of council staff, authorise any action and consider associated expenditure

Councillors unanimously **RESOLVED** to approve expenditure on graphic design software for use of council staff

25248 To agree the date of the next meeting, 19th November 2025

The meeting agreed the date of the next meeting be Wednesday 19th November 2025

25249 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 17:30