

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Staffing Committee Meeting

at the Luxulyan Memorial Institute, 6.00 pm, **Tuesday, 8 May 2018**

PRESENT:

Cllr Catherine Grey (Chair), Cllr Margaret Higman, Cllr Michaela Linfoot and Cllr Francis Payne.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson. Cllr Bob Hatton and Cllr Sue Perry attended at the request of the Chair as they were members of the informal discussion and agreed their recommendations. No Members of the Public.

ABSENT:

Cllr Justine Rowe.

ABBREVIATIONS:

Councillors are usually abbreviated with their initials; LPC – Luxulyan Parish Council; CALC – Cornwall Association of Local Councils

NOTE ON NUMBERING:

The prefix 17/ is still used because the municipal year 2018-19 does not begin until the annual parish council meeting on 10 May.

The meeting began at 6.00 PM.

17/15 Apologies for absence

Cllr J Rowe.

17/16 Closed Meeting

It was **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 that, due to the confidential nature business to be discussed, the meeting would be closed to the public and that Cllrs Perry and Hatton would attend until after item 17/19 (proposed CG, 2nd FP).

17/17 Declarations of interest

There were no declarations of interest or requests for dispensation.

17/18 Minutes

In the draft minutes of 22nd March 2018, it was **RESOLVED** to change Item 17/8 (proposed CG, 2nd FP) to delete: “CG explained that the old contract was quite out of date and a new version needed to be signed. She reported that the key differences were that the contract hours have increased (as resolved by full council in December 2015), and the calculation of the annual leave entitlement was amended following the resolution above.” and this was initialled by the chair and the clerk. It was **RESOLVED** to approve the minutes of 22nd March 2018 as amended (proposed FP, 2nd MH) as a true and correct record and they were duly signed by the chair.

17/19 Report from the informal discussion about the Chair’s report “0218”

The committee received the recommendations from the discussion group that met on 1st May, whose members were CG, SP and BH. ML requested the recording of the meeting, but the clerk had only the 2nd half. FP had a full recording and offered to give ML a copy.

After lengthy discussion there was one revision and it was **RESOLVED** (proposed ML, 2nd FP) to change “every 3 months” to “every 6 months”.

Cllrs Perry and Hatton left the meeting.

17/20 Recommendations and further actions

It was **RESOLVED** (proposed CG, 2nd FP) to accept the recommendations as revised; two in favour and two abstentions.

It was **AGREED** that the clerk would send an email to Sarah Mason again requesting the pay review and confirming that Keith Bilston is the ‘main contact for further clarification’.

17/21 Contract of Employment

It was **RESOLVED** (proposed ML, 2nd MH) to take the options for possible revisions of the clerk’s contract, as circulated by CG, to full council.

17/22 Other items for report

There were no other items for report.

17/23 Business for the next meeting

No future items of business were suggested.

17/24 Date of next meeting

When called by the chair of the committee.

The Chair thanked everyone and the meeting closed at 7.40 pm.

Mrs C Wilson ~ Parish Clerk ~ 25 May 2018