

LUXULYAN PARISH COUNCIL  
**DRAFT** Minutes of the  
**Staffing Committee Meeting**  
at the Luxulyan Memorial Institute, 6.30 pm,  
**FRIDAY, 26 August 2016**

PRESENT:

Cllr Michaela Linfoot (Vice-chair of the Parish Council), Cllr Jack Satterthwaite, Cllr Andy Cottrill.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

ABSENT:

Cllr George Haywood (Chair of the Parish Council).

ABBREVIATIONS:

Councillors are usually abbreviated with their initials; Luxulyan Parish Council (LPC).

*The meeting began at 6.40 PM. The clerk arrived having posted the notice of the meeting on the Lockengate and Churchtown notice boards.*

16/1 Election of the Chair of the Staffing Committee.

Cllr Linfoot was elected chair of the staffing committee (proposed AC; 2<sup>nd</sup> JS).

16/2 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, this meeting would be closed to the public (proposed JS, 2<sup>nd</sup> AC).

16/3 Apologies

Apologies were received from GH.

16/4 Declarations of interest or requests for dispensation.

None.

16/5 Emergency replacement for the cleaner of the public conveniences

A The clerk reported on the correspondence from LPC's insurers which states that, "As long as the council are satisfied that the replacement is competent and is fully aware of their roles and responsibilities then they can be covered under the councils policy."

B Due to the absence of the employed cleaner, who returns to work on Tuesday, 30 August, the committee **resolved** to monitor the state of the public conveniences themselves as a group and to spot clean where necessary. This is because there is not enough time to meet a replacement and determine whether that person is suitable for the replacement work (proposed ML, 2<sup>nd</sup> AC). ML explained that she has an up to date COSHH (Control of Substances Hazardous to Health) certificate through her work and will pass on the details to the clerk.  
**ACTION: ML, AC, JS**

C ML and AC will return the keys to the cleaner on Tuesday, 10.30 am or another time suitable to all and the clerk will contact the cleaner to **arrange** this.  
**ACTION: Clerk**

16/6 Formalise the Job Description and Employment Terms

The Job Description and Terms of Employment were discussed and it was agreed that further consultation is needed to formalise these documents so that they are suitable for the premises and agreeable to the Council and the cleaner.

**ACTION: ML, AC, and JS**

16/7 Business for the next meeting

To discuss initial proposals for the Job Description, Employment Terms and other related documents.

16/8 Date of next meeting

Tuesday, 6 September, 6.00 pm at the Luxulyan Memorial Institute. Due to the nature of the business to be discussed, the meeting will be closed to the public.

*The Chair thanked everyone and the meeting closed at 8.05 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 27 August 2016*