



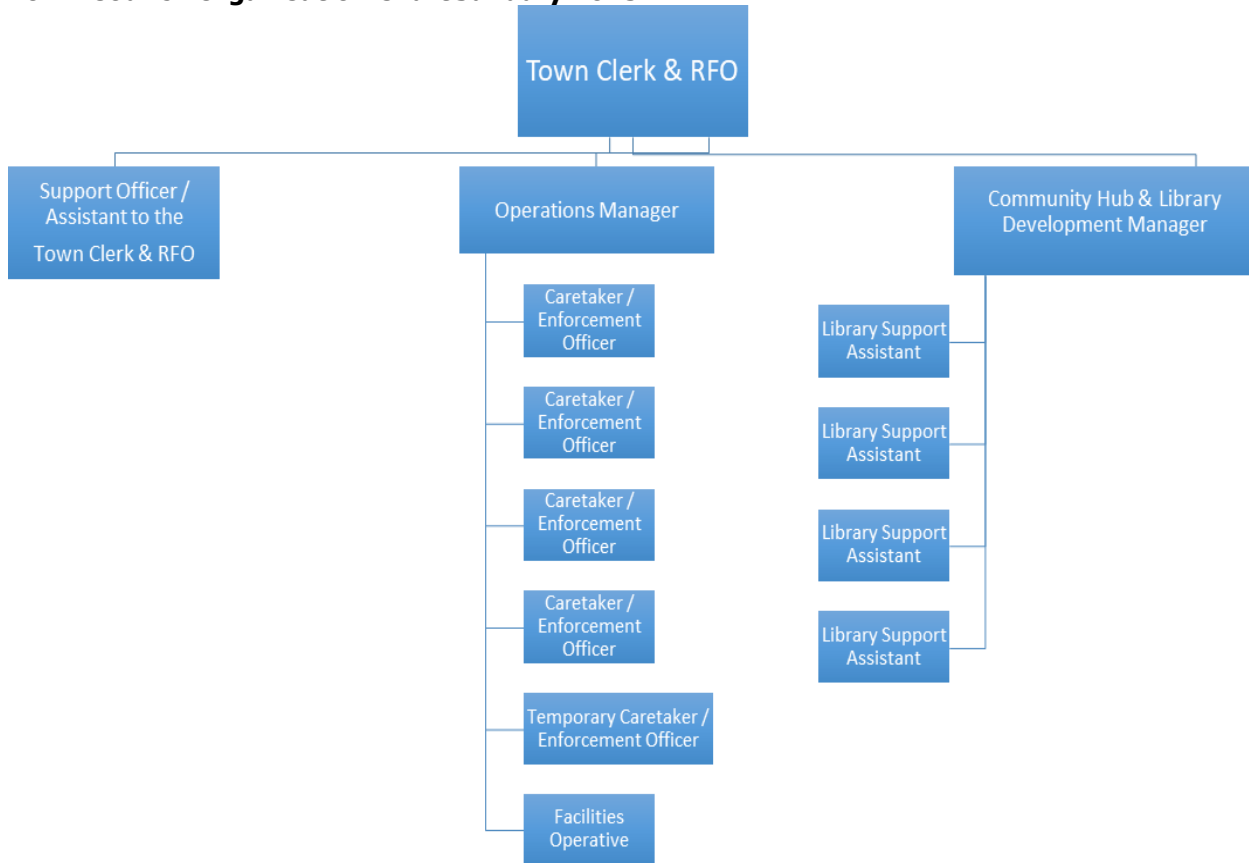
TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Monday 10th February 2025 at 6.00pm in the Library and Community Hub, Fore Street, Torpoint.

PRESENT: - Councillor Mrs. K Brownhill (Deputy Town Mayor) (Chairman), Councillors Mrs. L Fellows, Mrs. J M Martin and M G Spurling and the Town Clerk & RFO (Clerk).

	ACTION
<p>29-24Pers Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor) and Councillor Miss R A Evans BEM.</p>	
<p>30-24Pers Declarations of Interest relating to items on the Agenda None.</p>	
<p>31-24Pers Minutes of the previous meetings It is resolved the minutes of the meetings held on Tuesday 10th September 2024 and Tuesday 22nd October 2024, as circulated, were taken as read, confirmed and signed by the Chairman.</p>	
<p>32-24Pers Council Staffing Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting for any confidential discussions.</p> <p>The Chairman (Councillor Mrs. K Brownhill) made the proposal, which was seconded by Councillor Mrs. J M Martin and it was resolved that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of part of the discussion.</p> <p>It was resolved that the public and press be re-admitted to the meeting for those non-confidential items.</p> <p>a) Council Staffing Report: - The Clerk had circulated a confidential update and gave a verbal update on the council staffing which included: -</p> <p>Performance Reviews. Two staff reviews to be completed by deadline of Friday 14th February 2025.</p> <p>Training Support Office has enrolled on FiLCA and ILCA. Parks Apps refresher training – Play Inspection Company – cost £595. Chainsaw Refresher for Operations Manager – cost £290 IOSH Working Safely – Approximately £100 per employee. Fire Marshall Training - all staff except Clerk and Operations Manager - £35 per employee. Fire Extinguisher Training. Cost is £270 for up to 10 people.</p>	

Town Council Organisation Chart January 2025



Staffing

Members' referred to the confidential paper as circulated. Last month employee Mr R Austin (part time Caretaker/Enforcement Officer) had submitted his resignation from employment, which had been accepted by the Clerk on behalf of the council, his last date of employment is Sunday 16th February 2025. Members' minuted their thanks to Mr Austin for 9 years' of continuous service to the town council, directing the Clerk to correspond on their behalf, thanking him and wishing him all the best for the future.

Following a lengthy debate, the following are for consideration: -

b) It is **recommended** the temporary part time Caretaker (Mr A Cannon) (16/37) is appointed to the position of part time Caretaker, replacing the resigned employee, with effect from 1st March 2025. This would result in a change to the existing shift-pattern for two part time Caretaker/Enforcement Officers, resulting in a four week shift pattern, including regular weekend working, which all three part time employees would undertake. Accordingly, to action correspondence to the employees who are impacted by the change to the existing shift pattern.

c) It is **recommended** the temporary part time Caretaker (Mr A Cannon) contract is amended to a permanent position, in accordance with the previous recommendation.

d) It is **recommended** to commence undertaking the recruitment and advertising for a part time Community Hub and Library Hub Support Assistant, to work at the library and community

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hub, for a minimum of 7.5hours per week (one day), for 52 weeks per year. The position requires flexibility of working hours, which may include additional weekend working. Supporting information regarding the current contracted employees hours for the facility, is detailed below.

Job title	No. of hrs
Community Hub and Library Development Manager	37
Community Hub and Library Support Assistant	22.5
Community Hub and Library Support Assistant	15
Community Hub and Library Support Assistant	15
Community Hub and Library Support Assistant	15

It is suggested the Development and Localism committee reviews the current Saturday opening hours of the library and community hub, in accordance with the recommendation to recruit an additional employee for the facility.

e) It is **recommended** to commence undertaking the recruitment and advertng for a part time Internship Opportunity for the Library and Community Hub.

e) The overtime hours over the last four months were discussed.

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33-24Pers To consider Policies referred to this Committee.

None.

34-24Pers To consider the Council Risk Management.

a) Budget Variance – Personnel Committee responsibilities (December 2024 Budget Variance): - The Committee considered the updated December 2024 financial information, as previously circulated and the items relevant to this committee, including the salaries budget, there were no concerns.

35-24Pers Items referred to this committee.

a) None.

36-24Pers Correspondence.

a) January 2025 Newsletter – Living Wage Foundation: - Noted.

37-24Pers Climate Emergency Action Plan.

a) Nothing further to update.

38-24Pers Date of next meeting

a) Thursday 13th March 2025.

39-24Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor Mrs. J M Martin and the Clerk are attending an event on Friday 14th February 2025, to celebrate Cornwall Becoming a Living Wage Employer.

Meeting closed at 7.33pm _____ Chairman