

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 9th March 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

		ACTION
40-22Pers	Apologies for absence	
Apologies for	absence were received from the Town Mayor (Councillor Miss R A Evans BEM).	
41-22Pers	Declarations of Interest relating to items on the Agenda	
None.		
42-22Pers	Minutes of the previous meeting	
It was resolv	red that the minutes of the Personnel Committee meeting held on Thursday 8th	
December 20	22 were taken as read and signed by the Chairman.	
43-22Pers	Council Staffing	
a) Council Sta	affing Report: -	
The Clerk gav	e a verbal update on the council staffing which included: -	
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	nal structure and design	
	Council Support Officer has settled in well since her start date on 1st December	
2022,	her probation review will be completed this month.	
Staff Traini	ng confirmed	
	ommunity Hub and Library Manager has purchased an additional ten online Food	
	ne Training licences @ £9.99 each for volunteers at the library.	
, -	perations Manager has been signed up for CiLCA – Certificate in Local Council	
	istration. He is very keen to start the course next month and acknowledges the	
	nt of work needed to be done in the next 12 months, to achieve the award. The	
	detailed in the previously circulated CiLCA Learning Agreement (£360.00 +VAT),	
	ne course registration fee payable to SLCC is (£400.00 from October 2022), total	
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	ore £760.00 +VAT. Following discussion, this course is considered to be below the	
	needed for the employee to sign an agreement for the repayment of course fees,	
	he decide to leave the employment of the council. The first day of the course is	
	riday 17 th March	
	day 17 th March, the Clerk is attending Newquay Orchard Places and Spaces event.	
	lerk has successfully achieved 24 CPD points over the last 12 months and therefore	
Fellow	membership of SLCC continues.	
Staff Traini	na hoina nlannad	
	ng being planned Faretaker to undertake LANTRA Traffic Management for Community Events	
	cation.	
	Cation. Caretakers/Enforcement Officers required to complete online Fire Marshal training.	
	cal use of Fire equipment training for all staff is being looked into by Councillor J	Cllr Tivnan
> Practi	Lai use of Fire equipment training for all staff is being looked into by Councillor J	

Tivnan BEM.



advise Members via email of the amount of the invoice for the Q4 Salaries/Mayoral Allowance invoice, then arrange payment with two online signatories authorisation, before the end of the			
seconded by Councillor Mrs. K Brownhill and it is recommended to delegate to the Clerk, to			
Following an explanation by the Clerk, Councillor Mrs. J M Martin made the proposal, this was			
invoice (from Cornwall Council) for period January – March 2023 (in time for financial year-end).			
approved pay offer. b) To agree delegated authority for authorisation/payment of Q4 Salaries/Mayoral Allowance			
previously explained there is an expected overspend on the salaries budget, as a result of the			
The January 2023 Budget Variance, as previously circulated was considered, the Clerk had			
a) Budget Variance – Committee Responsibilities: -			
45-22Pers To consider the Council Business Risk Management			
the policy.			
Members considered the updated Drugs and Alcohol Policy and it is recommended to adopt			
44-22Pers Policies Reviewed by this Committee a) Drugs and Alcohol Policy: -			
April 2023. 44-22Pers Policies Reviewed by this Committee			
Change in contract letters to be issued to all employees, this related to the addition of one days' annual leave entitlement (pro-rata for part-time staff), with effect from 1st April 2022	CICIN		
contract.	Clerk		
additional 5 days annual leave week before the end of this month to keep within			
Annual leave being taken according to contract, one employee needs to take an	Cllr Martin		
Mrs. J M Martin and the Clerk to prepare full information for the next meeting.	Clerk/		
 Real Living Wage – research has been undertaken on other salary scales, Councillor Mrs. 			
 Pay and Conditions Policy to be updated for the next meeting. Pensions Discretion Policy to be updated for the next meeting. 			
 Overtime Monday 5th December 2022 to Friday 3rd March 2023 is within levels. Pay and Conditions Policy to be updated for the next meeting. 			
> One page summary Safeguarding document to be prepared.	Operations Manager		
> DBS checks to be continued for library staff.	Clerk/		
Caretakers/Enforcement Officers is worn at all times was discussed in detail.			
Policy and risk assessments are in place. Ensuring the correct PPE for	Clerk		
 Caretaker/Enforcement Officer is well following the incident and the Police have followed up with him. Action Clerk to ensure all employees are made aware of the Lone working 			
pedestrian mowers onto the van has been completed.			
> Risk Assessment Linked to manual handling training for manoeuvring ride-on and			
Policies and Other			
Performance Reviews ➤ All completed, Clerk is awaiting the return of document, the Chairman to follow this up.			
	Cllr Davis		
Suicide Prevention qualification (£15 or £85 for Level 4 C&G (preferred option)).			
qualification (£35.00), first the candidate has to complete a two day Understanding			
qualification, awarded by Cornwall Council. This is a four session Mental Health First Aid			



47-22Pers Correspondence			
a) CALC Larger Councils Committee Meeting, Thursday 16 th March 2023, St Austell: -			
The Clerk will be attending the meeting, unfortunately no members are available to accompany			
the Clerk.			
b) Civility and Respect March 2023 Newsletter: -			
Noted.			
48-22Pers Climate Emergency Action Plan			
a) The Clerk explained, having attended the CALC AGM with Councillor Mrs. J M Martin, the			
presenter Rhys Hobbs, Environmental Resilience and Adaptation Manager from Cornwall			
Council, had given a very interesting presentation on Cornwall Climate Risk Assessment, this will			
be shared with all members.			
49-22Pers Date of next meeting			
Thursday 8 th June 2023.			
50-22Pers Any Business that has been disclosed to the Chairman and members			
prior to the meeting.			
None.			
Meeting closed at 7.53pm Chairman			