



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).

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| <p>40-22Pers Apologies for absence Apologies for absence were received from the Town Mayor (Councillor Miss R A Evans BEM).</p> | |
| <p>41-22Pers Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>42-22Pers Minutes of the previous meeting It was resolved that the minutes of the Personnel Committee meeting held on Thursday 8th December 2022 were taken as read and signed by the Chairman.</p> | |
| <p>43-22Pers Council Staffing a) Council Staffing Report: - The Clerk gave a verbal update on the council staffing which included: -</p> <p>Organisational structure and design</p> <ul style="list-style-type: none"> ➤ Town Council Support Officer has settled in well since her start date on 1st December 2022, her probation review will be completed this month. <p>Staff Training confirmed</p> <ul style="list-style-type: none"> ➤ The Community Hub and Library Manager has purchased an additional ten online Food Hygiene Training licences @ £9.99 each for volunteers at the library. ➤ The Operations Manager has been signed up for CiLCA – Certificate in Local Council Administration. He is very keen to start the course next month and acknowledges the amount of work needed to be done in the next 12 months, to achieve the award. The cost is detailed in the previously circulated CiLCA Learning Agreement (£360.00 +VAT), plus the course registration fee payable to SLCC is (£400.00 from October 2022), total therefore £760.00 +VAT. Following discussion, this course is considered to be below the value needed for the employee to sign an agreement for the repayment of course fees, should he decide to leave the employment of the council. The first day of the course is next Friday 17th March ➤ On Friday 17th March, the Clerk is attending Newquay Orchard Places and Spaces event. ➤ The Clerk has successfully achieved 24 CPD points over the last 12 months and therefore Fellow membership of SLCC continues. <p>Staff Training being planned</p> <ul style="list-style-type: none"> ➤ One Caretaker to undertake LANTRA Traffic Management for Community Events qualification. ➤ Two Caretakers/Enforcement Officers required to complete online Fire Marshal training. ➤ Practical use of Fire equipment training for all staff is being looked into by Councillor J Tivnan BEM. | <p>Cllr Tivnan</p> |

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| <p>47-22Pers Correspondence a) CALC Larger Councils Committee Meeting, Thursday 16th 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.</p> | |
| <p>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.</p> | Clerk |
| <p>49-22Pers Date of next meeting Thursday 8th June 2023.</p> | |
| <p>50-22Pers Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 7.53pm _____ Chairman</p> | |