



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Personnel Committee held on Thursday 12th June 2025 at 7.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Town Mayor) (Chairman), Councillors Mrs. S Bickle, G J Davis, C R Still and M G Spurling and the Town Clerk & RFO (Clerk).

	ACTION
1-25Pers Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman (Deputy Town Mayor).	
2-25Pers Declarations of Interest relating to items on the Agenda None.	
3-25Pers Minutes of the previous meeting It is resolved the minutes of the meeting held on Monday 10 th February 2025, as circulated, was taken as read, confirmed and signed by the Chairman.	

4-25Pers Council Staffing

a) Council Staffing Report: -

The Clerk had circulated an update, summarised below which was supported by a verbal update on the council staffing: -

Training and CPD

Support Officer/Assistant to the Town Clerk & RFO has completed FiLCA and ILCA qualifications.
10th June 2025 – Operations Manager attended a free SLCC Clerks roadshow event at Sandy Park, Exeter.

Operations Team proposals

Training	Supplier	Cost per Staff member	Staff Initials	Total cost to deliver training
Ride-on and Pedestrian Mower	Kernow Training	£200	AC	£200.00
Brushcutter	Kernow Training	£195	AC	£195.00
RPII Routine	Parks inspection Company	£515.00 £315.00 Plus, exam fee £140.00	KS PS JD AC	£875.00
RPII Operational	Parks inspection Company	£2,035.00 £1,095.00 Plus, exam fee £285.00	PG	£1,380.00
Fire extinguisher Training	Kernow Training	£500 or £84 pp if more than 6.	HB TH LG JH Plus vols	£500.00 for up to 6
Fire Marshal Training	Amicus Training	£35 pp	HB TH PS JD AC	£140.00
Manual handling training	ESP training		HB TH AC JH LG plus vols	£350.00 TBC
IOSH Working Safely	ESP Training	£420 to run the course Plus, £40pp for materials and certificates	TH KS PS JD AC	£620.00
Events safety training		(Funded CLUP bid)	MS PG	
TOTAL				£3,910.00

Following consideration of these proposals, it is **recommended** that the appropriate staff undertake the training as detailed below, assuming a cost of £350.00 for the Manual Handling training (delivered by ESP training), at a total cost of £2,005.00.

Council

1	Ride-on and Pedestrian Mower
2	Brushcutter
3	Fire extinguisher Training
4	Fire Marshal Training
5	Manual handling training
6	IOSH Working Safely
7	Events safety training

Overtime (previous reporting figures are included for comparison)

Month (period)	TOTAL
Monday 1 st July to Wednesday 31 st July 2024	93.5
Thursday 1 st August to Sunday 1 st September 2024	159
Monday 2 nd September to Sunday 29 th September	104
Monday 30 th September to Sunday 3 rd November	109
Monday 4 th November to Sunday 1 st December	99.5
Monday 2 nd December '24 to Sunday 5 th January 2025	92.75
Monday 6 th January to Sunday 2 nd February 2025	42
Monday 3 rd February to Sunday 2 nd March 2025	33.5
Monday 3 rd March to Monday 31 st March 2025	51.5
Tuesday 1 st April 2025 to Sunday 4 th May 2025	54
Monday 5 th May to Sunday 31 st May 2025	76.25

We have been delighted to host three work experience students' from Torpoint Community College week commencing Monday 9th June.

"SLCC has announced it is Local Council Clerk Week (LCCW) this week, which is a dedicated week to celebrate and recognise the incredible work clerks do for their communities. It's a chance to raise awareness of the clerk's role, connect with fellow clerks, and give them the recognition they truly deserve."

Operations Team

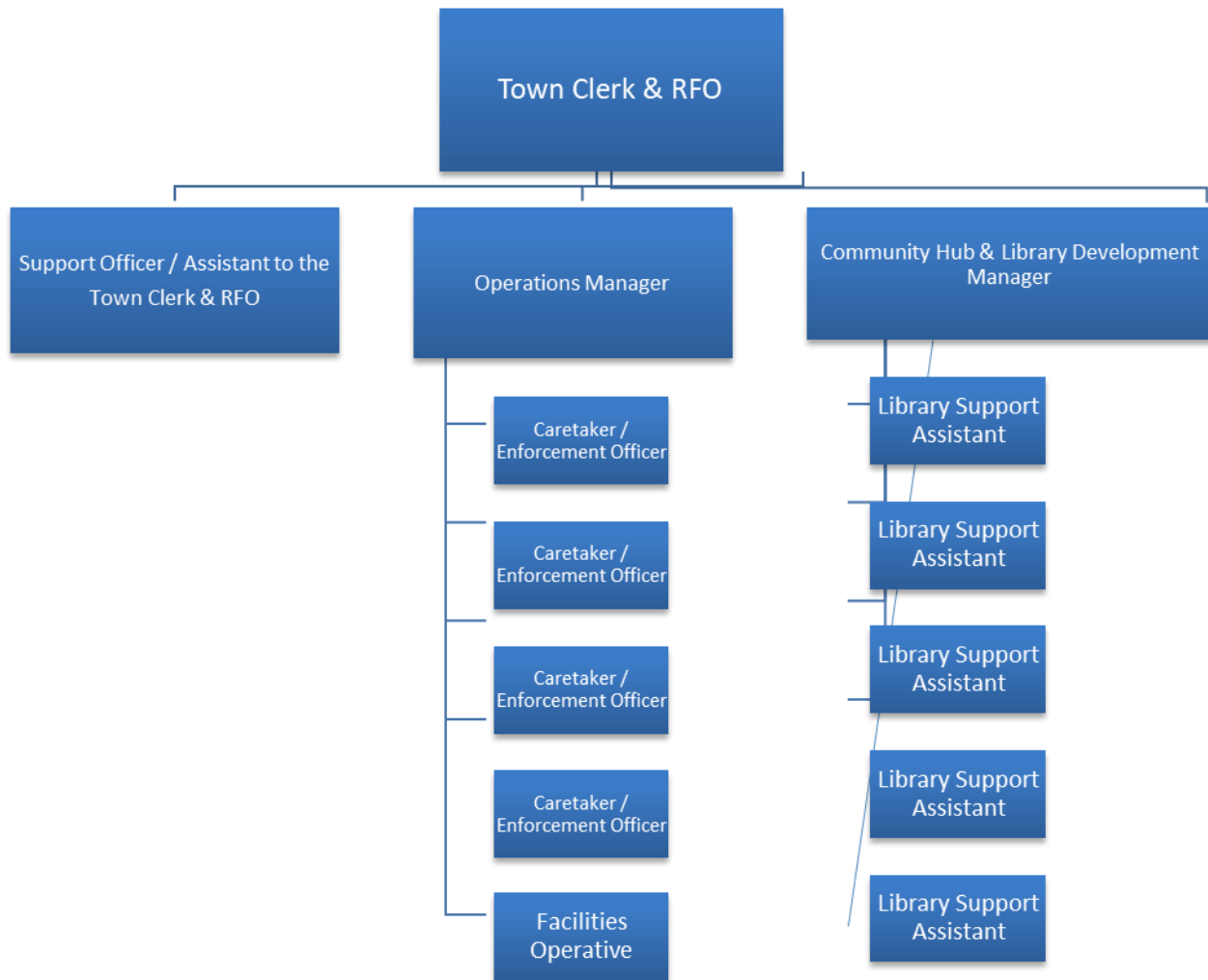
Town Clerk & RFO, along with the Operations Manager has arranged a meeting with all Operations Team employees' on Thursday 6th June. An opportunity to keep staff up to date on council projects plus spend time discussing Health and Safety. Also training opportunities.

Library and Community Hub

Jenny Hughes appointed part time Community Hub and Library Assistant – employment start date 1st May 2025. Probation period is going well.

Trial opening on every Saturday will commence in June. Staff costs 9.30am – 12.30pm (3hrs).

Town Council Organisation Chart June 2025



Summary of all employees role, contracted hours and spinal point as at 1st April 2025

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT
1	Facilities Operative	20/37	6 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	30/37	8 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 - 12)
1	Caretaker/Enforcement Officer	16/37	8 (LC1 Range 4 - 12)
1	Caretaker	16/37	4 (LC1 Range 4 -6)
1	Support Officer / Assistant to the Town Clerk & RFO	37/37	13 (LC1Range 13 - 17)
1	Community Hub & Library Manager	37/37	17 (LC1/2 Range 16 - 23)
1	Community Hub & Library Support Assistant	15/37	7 (LC1 Range 4 - 8)
1	Community Hub & Library Support Assistant	15/37	7 (LC1 Range 4 - 8)
1	Community Hub & Library Support Assistant	15/37	6 (LC1 Range 4 - 8)
1	Community Hub & Library Support Assistant	22.5/27	5 (LC1 Range 4 - 8)
1	Community Hub & Library Support Assistant	7.5/37	4 (LC1 Range 4 - 8)
1	Operations Manager	37/37	24 (LC2 Range 18-24)
1	Town Clerk & RFO	37/37	42 (LC3 Range 37 - 42)
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*NJC – National Joint Council for Local Government Services

The Clerk highlighted two actions which are currently outstanding: -

1. To update the staff and volunteer training log – this will completed by the end of June 2025.
2. Skills Audit for members' – The Clerk will produce a template to issue to members' and then collate responses, issue of the skills audit will be completed by the end of June 2025.

Clerk

Clerk/All

<p>5-25Pers To consider Policies referred to this Committee.</p> <p>a) Review Terms of Reference for Personnel Committee: - No changes required, all approved as previously accepted.</p> <p>b) Employee Handbook: - The updated Employee Handbook was reviewed and it is recommended to adopt the Employee Handbook.</p> <p>c) Disability Employment Policy: - The updated Disability Employment Policy was reviewed and it is recommended to adopt the Disability Employment Policy.</p> <p>d) Pay and Conditions Policy: - The updated Pay and Conditions Policy was reviewed and it is recommended to adopt the Pay and Conditions Policy. [Clerk to update the page numbers.]</p> <p>e) Employer's Pension Discretion Policy: - The updated Employer's Pension Discretion Policy was reviewed and it is recommended to adopt the Employer's Pension Discretion Policy.</p> <p>f) Drugs and Alcohol Policy: - The updated Drugs and Alcohol Policy was reviewed and it is recommended to adopt the Drugs and Alcohol Policy.</p> <p>g) Whistleblowing Policy: - The updated Whistleblowing Policy was reviewed and it is recommended to adopt the Whistleblowing Policy.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>6-25Pers To consider the Council Risk Management.</p> <p>a) Budget Variance – Personnel Committee responsibilities (March 2025 (Year end 24/25) Budget Variance): - The Clerk highlighted the overspend on last years' salaries budget, which has previously been explained to council.</p>	
<p>7-25Pers Items referred to this committee.</p> <p>a) None.</p>	
<p>8-25Pers Correspondence.</p> <p>a) None.</p>	
<p>9-25Pers Climate Emergency Action Plan.</p> <p>a) Nothing further to update.</p>	
<p>10-25Pers Date of next meeting</p> <p>a) Thursday 11th September 2025.</p>	
<p>11-25Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <p>None.</p>	
<p>Meeting closed at 7.50pm _____ Chairman</p>	