



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Personnel Committee held on Thursday 11<sup>th</sup> September 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, and M G Spurling and the Town Clerk & RFO (Clerk).

	ACTION
<p><b>12-25Pers Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman (Deputy Town Mayor) and C R Still.</p>	
<p><b>13-25Pers Declarations of Interest relating to items on the Agenda</b> a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p><b>14-25Pers Minutes of the previous meeting</b> It is <b>resolved</b> the minutes of the meeting held on Thursday 12<sup>th</sup> June 2025, as circulated, were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>15-25Pers Council Staffing</b> a) Council Staffing Report: - The Clerk had circulated an update, summarised below, which was supported by a verbal update on the council staffing: -</p> <p><b>Training and CPD</b> Andrew Cannon has recently passed three LANTRA courses: Traffic Management for Community Events, Pedestrian and Ride on Lawn Mowers, plus Brush Cutter training.</p> <p>Still unsure when the next Enforcement training will be held by Cornwall Council.</p> <p>Further parks training, parks app training is phase one. Four Members Ops Team. Phase 2. £875.00 Operations Manager. Phase 3. £1,380.00</p> <p>Fire marshal Training needed: HB, PS, JD, AC, TH.</p> <p>Fire Extinguisher Training: Date to be finalised now summer holidays are over. Manual Handling Training: Date to be finalised now summer holidays are over.</p> <p>How to Organise Safe and Successful Community Events Training, Town Clerk and Operations Manager booked on online SLCC training November 2025 – funded by CLUP, using SLCC discount voucher.</p>	



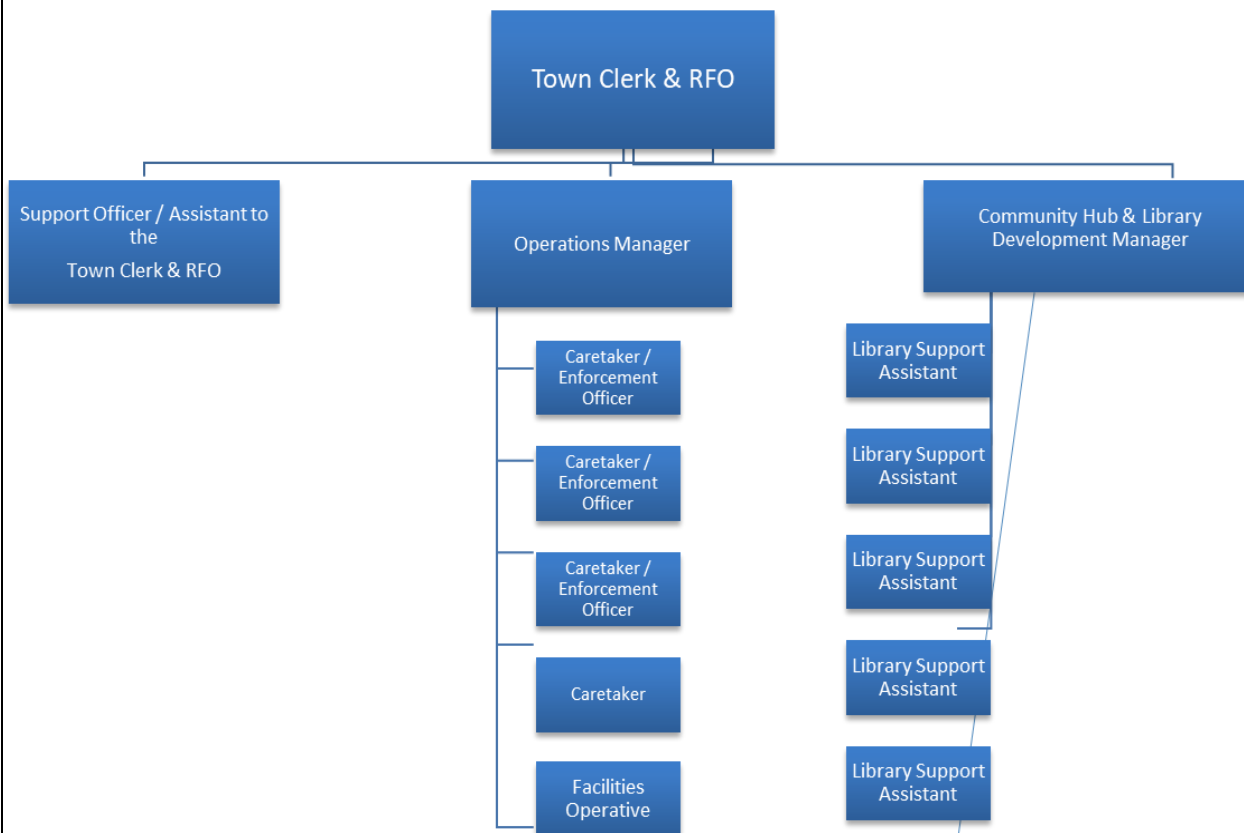
Community Hub and Library staff and volunteers are being offered:

- Sensory training – Monday 13<sup>th</sup> October, to be delivered by Beat4autism CIC - funded from CLUP.
- CAB to deliver – Basic Advice First Aid in Torpoint. Volunteer Cornwall said that if around 15 people wanted to do it, the trainers would run it locally, expected to have the numbers with our local partners expressing an interest.
- Mental Health First Aid and training focusing on supporting people who are suicidal, will also be a focus for TH, JH and LG – use grant funded already secured.

Town Clerk continuing to record CPD points (9.5 points required by end of December '25 to maintain Fellow status with SLCC).

Following consideration of these proposals, training within budget levels, and renewal of Professional membership to SLCC for the Operations Manager, are all agreed by members.

### Town Council Organisation Chart September 2025



## Staffing

### *Operations Team*

Town Clerk & RFO, along with the Operations Manager ask for consideration of a spinal point review for Andrew Cannon – Part time Caretaker.

Rationale: Andrew Cannon has now completed 1 years' service with the Town Council. He is a dedicated and willing employee, who will always go the extra mile, this was highlighted by the support he and two other members' of the team gave at the Festival in June '25. He has recently completed his LANTRA Traffic Management for Community Events Qualification, also Emergency First Aid at Work Qualification and is now also qualified to carry out the parks inspections on behalf of the council. Having just completed other LANTRA qualifications, he has now completed all the same training as his colleagues, with the exception of the Enforcement licence. An increase to NJC point 7 will recognise the responsibility the role requires, while differentiating between, point 6 Facilities Operative and point 8 an Enforcement Officer.

<b>ANDREW CANNON</b>	<b>Contract hours</b>	<b>SCP 2025 /26</b>	<b>FTE Salary 37hrs</b>	<b>Hourly</b>	<b>Pro Rata</b>	<b>+ oncosts 27%</b>
<b>Currently</b>	16	4	£25,185.00	£13.05	<b>£10,891.00</b>	<b>£13,831.57</b>
<b>Increase</b>			£1,218.00	£13.69	<b>£527.00 (4.83%)</b>	
<b>Proposed</b>	16	7	£26,403.00	£13.69	<b>£11,418.00</b>	<b>£14,500.86</b>

Following consideration, it is **recommended** to increase the NJC spinal point for Andrew Cannon (Part time Caretaker) from point 4 to point 7, with effect from 1<sup>st</sup> October 2025, for all the reasons as detailed.

### *Library and Community Hub*

Trial opening on every Saturday has now completed and will not be continuing (Development and Localism committee meeting Thursday 4<sup>th</sup> September '25).

Following consideration, regarding budget setting for the financial year 2026/27, it is **recommended** to apply a modest increase at a reasonable rate of inflation, for the salaries budget discussions, this recommendation is to be considered, in time for the Finance and Operations committee budget discussions.

**Council**

**Council**

**Overtime (previous reporting figures are included for comparison)**

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 2 <sup>nd</sup> December '24 to Sunday 5 <sup>th</sup> January 2025	59.5	33.25	92.75
Monday 6 <sup>th</sup> January to Sunday 2 <sup>nd</sup> February 2025	36	6	42
Monday 3 <sup>rd</sup> February to Sunday 2 <sup>nd</sup> March 2025	18.5	15	33.5
Monday 3 <sup>rd</sup> March to Monday 31 <sup>st</sup> March 2025	35	16.5	51.5
Tuesday 1 <sup>st</sup> April 2025 to Sunday 4 <sup>th</sup> May 2025	44	10	54
Monday 5 <sup>th</sup> May to Sunday 31 <sup>st</sup> May 2025	66.25	10	76.25
Monday 1 <sup>st</sup> June to Sunday 29 <sup>th</sup> June 2025	64.5	57.5	122
Monday 30 <sup>th</sup> June to Sunday 3 <sup>rd</sup> August 2025	77	46	123
Monday 4 <sup>th</sup> August to Sunday 30 <sup>th</sup> August 2025	23	35.5	58.5

**Other areas for consideration**
**1. July 2025 Council meeting – Agenda 16g: To note: Subject Access Request (1) and Subject Access Request (2) received.**

To date the Clerk has undertaken 16 hours of work to complete these SAR requests, which have now totalled 4 responses. External advice on the SAR was sought from CALC. CALC made a referral to the National Association of Local Councils (NALC) partner for data protection and freedom of information compliance. This service is provided by NALC and CALC as a membership benefit, at currently no cost to the town council.

**2. Assertion 10 is coming in the 2025/26 AGAR.** A Draft IT Policy has been considered at the Development and Localism committee meeting, it is understood suggestions from one councillor to make improvements to the policy are anticipated, before it is re-presented for consideration. This council could consider putting in place regular data protection training for all council staff and councillors. Breakthrough Communications is <https://www.breakthroughcomms.co.uk/> offering a free webinar. Dates for the free webinar: - Friday, 19<sup>th</sup> September at 9:30am and Tuesday, 7<sup>th</sup> October at 1.00pm. (The Town Mayor will attend 7<sup>th</sup> October session.)

**3. Skills Audit** – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary.

**16-25Pers To consider Policies referred to this Committee.**

a) Resolution Policy: -

There are no changes to the Resolution Policy, Clerk to amend the review dates accordingly.

Clerk

Cllr Martin & Clerk

Clerk



<p><b>17-25Pers To consider the Council Risk Management.</b></p> <p>a) Budget Variance – Personnel Committee responsibilities (July 2025 Budget Variance): - The Clerk highlighted the 1<sup>st</sup> quarter salaries invoice has been paid and once the second quarter is received, the council can re-consider the budget position, as the staff have now received the backdated salary award for 25/26.</p>	
<p><b>18-25Pers Items referred to this committee.</b></p> <p>a) None.</p>	
<p><b>19-25Pers Correspondence.</b></p> <p>a) Letter of thanks for training opportunity – Mr A Cannon: - Members' were delighted to hear from employee Mr A Cannon, with thanks for the training opportunities funded by the council.</p> <p>b) Happy Living Wage anniversary, Torpoint Town Council: - Noted. The Clerk minuted the importance of the council remaining affiliated to the Living Wage Foundation, for funding purposes.</p>	
<p><b>20-25Pers Climate and Environmental Action Plan.</b></p> <p>a) Nothing further to update.</p>	
<p><b>21-25Pers Date of next meeting</b></p> <p>a) Thursday 11<sup>th</sup> December 2025.</p>	
<p><b>22-25Pers Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <p>None.</p> <p>Meeting closed at 7.36pm _____ Chairman</p>	