

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Tuesday 4th of August 2026 at 6.30pm.

Present: Cllr Edmunds, Cllr Kelsey, Cllr James.

In Attendance: Tamsyn Moore – Acting Clerk & RFO

S39/26 Apologies

None.

S40/26 Declarations of Interest

None.

S41/26 Confidential Matters

It was **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public, representatives of the press and broadcast media and non-committee members be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the following business to be transacted. Proposed, seconded, all present in favour.

S42/26 To adopt the minutes of the Staffing Committee Meeting held on the 22nd July 2026.

It was **Resolved** to adopt the minutes subject to the amendment of two typing errors. Proposed, seconded, all present in favour.

S43/26 Matters arising from the last meeting – information only.

- Temporary office management arrangements have been implemented.
- The temporary member of staff has been provided with a direct email account.
- The Locum Clerk has been appointed.
- The Senior Administrator's temporary salary increase has been implemented.
- Maintenance Team workwear to be ordered.

S44/26 To agree the appointment of Occupational Health for a member of staff on long term absence and any associated costs.

Following discussion, it was agreed that further information was required to determine the Council's obligations at this stage and the specific occupational health service required. It was agreed to make a decision on the course of action and agree associated costs via email.

S45/26 To note the receipt of a Subject Access Request and agree actions and associated costs.

The correspondence received, together with the Staffing Committee's Terms of Reference and the Council's current policies have been reviewed. The initial enquiry has been responded to, and it has been determined to consider it a request for information, not a SAR. A SAR has subsequently been submitted to the Council. It was **Resolved** to regard the initial enquiry to the Staffing Committee as closed. Proposed, seconded, all present in favour.

S46/26 Other confidential staffing matters.

None.

There being no other business, the Chair closed the meeting at 6.45 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting.