ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday the 4th June 2026 at 7.00 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S1/26 Election of Chair.

Cllr Burnett was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.
Cllr Burnett was duly elected Chair of the Staffing & GDPR Committee.

S2/26 Apologies

None.

S3/26 Election of Vice Chair.

Cllr Edmunds was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.
Cllr Edmunds was duly elected as Vice Chair for the Staffing & GDPR Committee.

S4/26 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S5/26 To adopt the minutes of the Staffing Committee Meeting held on the 12th March 2026.

It was **Resolved** to adopt the minutes. All present in favour.

S6/26 Matters arising from the last meeting.

None

S7/26 To discuss and agree the temporary uplift of hours for a member of staff (previously agreed verbally with the staffing Committee).

It was **Resolved** to approve 8 additional hours per week to be reviewed in three months. Proposed seconded all present in favour.

S8/26 To agree the allowance towards glasses for staff specifically for computer use.

It was **Resolved** to agree an allowance of up to £75 for one pair of glasses including basic lenses, where the eye test confirms that the glasses are required for DSE use.
Proposed, seconded all present in favour.

S9/26 To agree a new date for the Clerk's Appraisal.

It was **Resolved** to agree the date via email.

S10/26 To agree the clerks holiday bookings.

It was **Resolved** to agree the holidays requested as presented. Proposed, seconded all present in favour.

S11/26 To approve the cost of strimmer training.

It was **Resolved** agree the cost of training at £250 from Kernow Training.

S12/26 To approve the cost of hand held hedge cutter and leaf blower training.

It was **Resolved** to approve the cost of £250 from Kernow Training. Proposed, seconded all present in favour.

S13/26 To review progress on office staff objectives for 25-26.

It was agreed to defer this item and hold a separate meeting to discuss.

S14/26 To review staff contracts in line with legislative changes.

The Clerk advised that redacted contracts have been reviewed by Bright HR. Whilst these were in the main compliant some proposed changes were highlighted to the Staffing Committee to bring them in line with recent changes in legislation.
It was **Resolved** to amend all contracts with the advice provided and in consultation/ staff approval. Proposed, seconded all present in favour.

S15/26 To receive an update on the management of recent sickness.

The Staffing Committee advised that the absence was being managed in line with the absence management policy.
The Staffing Committee advised that a grievance has been submitted by a staff member, this will be addressed through the appropriate procedures.

S16/26 To discuss how long term sickness and return to work is to be managed and to agree any associated costs.

The Committee noted the contents of the employee's fit note. It was agreed that the Staffing Committee will oversee the management of the sickness absence, and that the grievance raised will be considered through an independent process.

The Committee further agreed that any external support or professional services required to progress the matter, including where specialist advice may be necessary, are approved in principle to avoid delay.
Proposed, seconded, all present in favour.

S17/26 To review the absence management policy and procedure.

It was **Resolved** for this to be reviewed and agreed via email.

S18/26 To review the disciplinary policy and procedures

It was agreed that this needs to be revised and reworded in sections to provide more clarity. It was **Resolved** to revise the document prior to approval.

S19/26 To review the Grievance Policy and procedures

It was agreed that this needs to be revised and reworded in sections to provide more clarity. It was **Resolved** to revise the document prior to approval.

S20/26 To adopt the new Equality and Diversity Policy.

It was **Resolved** to adopt the policy with the guidance sections removed. Proposed, seconded all present in favour.

S21/26 To adopt the new Dignity at Work Policy.

It was **Resolved** to adopt the policy with the guidance sections removed. Proposed, seconded all present in favour.

S22/26 To discuss and agree an amendment to the Clerk's regular working pattern for evening meetings.

A request to work in the afternoons on days when there is an evening meeting was submitted.
This was discussed at length and it was **Resolved** to approve this amendment but if the office requires cover due to staff sickness or holiday the working pattern will change to adapt to the needs of the Council. Proposed seconded all present in favour.

S23/26 Any other urgent relevant confidential item, for information, that the Chair Considers Appropriate.

The approval of 5.25 additional hours was put forward. It was **Resolved** to approve payment in the July wages. Proposed seconded all present in favour.

There being no other business the Chair closed the meeting at 8.30 pm.

Signed…………………………………Date……………………………...

Chair of the Staffing and GDPR Committee Meeting