

LANDULPH PARISH COUNCIL

Minutes of the staff committee meeting of Landulph Parish Council held on Monday 21 July 2025 at 5.30pm at Landulph Memorial Hall

Attendees: Cllr G Braund, Cllr Gawith, Cllr Worth	
SC25.28	To receive apologies for absence and approve the reasons given – Locum Clerk not invited as much of agenda confidential.
SC25.29	Declarations of interest relating to items on the agenda – None.
SC25.30	Minutes of last meeting – Proposed Cllr Braund, seconded Cllr Worth. Approved
SC25.31	Matters Arising – dates to be added to table
Part Two: Private meeting	
MEMBERS OF THE PUBLIC TO NOTE that under the law, the Council is entitled to consider certain items in private. Members of the public will be asked to leave the meeting when such items are discussed.	
SC25.32 to SC25.34	Items in this section are confidential
SC25.35	Date of next meeting 22 August, 10am in Memorial Hall annex

Meeting closed at 6.10pm.

MATTERS ARISING		
Key to actions:		
Yet to be actioned	Action pending	Action completed
Ongoing Action		
Minute no.	Action	Update on Action Taken
Matters Arising – 1st May 2025 SC meeting:		
SC25.6	Updated action table to be presented to each SC meeting (Cllr Gawith) 16.06.25 update. Will reactivate table when new clerk in position	Ongoing. Will reactivate when new clerk in position.
SC25.7	Clerk to be paid for approved additional hours (Cllr Gawith to advise clerk) 16.06.25 update. payment couldn't made as payment sums where not provided by Clerk.	Email sent to clerk (7 May). At Clerk's request, approval of payment deferred until June Parish Council Meeting. Complete, Clerk responded 21 July.
SC25.8	Holiday policy to be included in employment contract (Cllr Gawith)	May/June
Matters Arising – 16th June 2025 SC meeting		
SC25.24	Cllr Gawith to write to Clerk chasing details of payments for additional hours.	Emailed 18 June, 30 June, 13 July & 16 July. Responded on 21 July.
SC25.25a	Cllr Worth to write to Clerk asking for a copy of the handover notes. Update Cllr Gawith to chase Clerk for handover notes	Handover notes not received. Email sent 22 July
SC25.25b	Cllr Worth to get PC from Clerk by the end of June. Update: Clerk has requested to retain PC until the end of July for pension updates.	Ongoing. Now delayed until end of July
SC25.25c	Clerk to ask external auditor to respond to new .gov email address. Action Cllr Worth	Complete

SC25.26	Advert for new Clerk to be published in early September	Date now revised to 1st August
SC25.27	<p>Cllr Tagg and Cllr Gawith to meet Locum Clerk to go through governance issues.</p> <p>Update: meeting cancelled due to Locum Clerk having another appointment. Meeting no longer required.</p>	Complete.
Matters Arising – 21st July 2025 SC meeting		
SC25.32 a)	<p>Outstanding Items for handover</p> <p>PC to be handed to Cllr Worth at end of July. We need the password for the computer.</p> <p>ACTION: Cllr Worth</p>	Ongoing
SC25.32b)	<p>Handover notes: ACTION: Cllr Gawith to chase.</p> <p>Post note – Locum Clerk as not received them yet.</p>	Email sent to Clerk 22 July
SC25.32c)	<p>P45 to be issued to clerk after her last date 28th July. We need access to Government Gateway and password. ACTION: Cllr Gawith to ask Locum Clerk/Clerk how to do it.</p>	Locum Clerk spoken to & email sent to Clerk 22 July.
SC25.33a)	<p>Recruitment of new Clerk</p> <p>Revised dates:</p> <ul style="list-style-type: none"> • Advert out 1st August • Closing date 20th August • SC meet 22 August to review responses. In annex • Interview week 26/27/28/29 August • Looking to appoint 31st August • Details of contract to be signed etc w/c 8th September • 1st parish council meeting 15th Sept. <p>ACTION: Cllr Gawith to draft advert, job spec and summary job description etc for review by Cllr Worth & Cllr Braund.</p>	Ongoing
SC25.33b)	<p>Adverts: to be placed in Parish email, sent to clerks of local parishes (Landrake PC, Botus Fleming & Hatt PC, Saltash TC, Cornwall Council job site, Landulph Innit, Landulph newsletter, CALC website, ask Catherine Thompson to send out to parishes in the SE Cornwall Community Area Partnership.</p> <p>ACTION Cllr Worth</p>	Ongoing
SC25.33c)	<p>Future Payroll:</p> <p>ACTION: Cllr Gawith to obtain contact information of payroll company in Saltash for use going forward.</p>	Info received from locum clerk. Complete

Signed: Chairman