

LANDULPH PARISH COUNCIL

Minutes of the staff committee meeting of Landulph Parish Council held on Friday 22 August 2025 at 10.00am at Landulph Memorial Hall Annex

Attendees: Cllr G Braund, Cllr Gawith, Cllr Worth	
SC25.36	To receive apologies for absence and approve the reasons given – Locum Clerk not invited as much of agenda confidential.
SC25.37	Declarations of interest relating to items on the agenda – None.
SC25.38	Minutes of last meeting – Proposed Cllr Braund, seconded Cllr Worth. Approved
SC25.39	Matters Arising – see updates in table below It was noted that the outgoing clerk had not provided all the passwords e.g. Norton Virus. It was also noted that there was an error with the March payroll where the payslip had not been submitted to HMRC. The tax for March was paid to HMRC. Cllr Tagg had tried to contact the clerk without a response. It was agreed that Cllr Tagg would write a formal letter to HMRC explaining the position and directing them to the outgoing clerk if they require more information. ACTION: Cllr Tagg to write to HMRC about the March payroll.
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.	
SC25.40 to SC25.43	Items in this section are confidential
SC25.44	Date of next meeting to be decided when interview dates known.

Meeting closed at 12.00am.

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.
SC25.8	Holiday policy to be included in employment contract (Cllr Gawith)	May/June. Complete; in draft contract.
Matters Arising – 16th June 2025 SC meeting		
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 Complete : some handover notes received, but not comprehensive.
SC25.25b	Cllr Worth to get PC from Clerk by the end of June.	Ongoing. Now delayed until end of July Complete

	Update: Clerk has requested to retain PC until the end of July for pension updates.	
Matters Arising – 21st July 2025 SC meeting		
SC25.32 a)	Outstanding Items for handover PC to be handed to Cllr Worth at end of July. We need the password for the computer. ACTION: Cllr Worth	Complete
SC25.32c)	P45 to be issued to clerk after her last date 28 th July. We need access to Government Gateway and password. ACTION: Cllr Gawith to ask Locum Clerk/Clerk how to do it.	Locum Clerk spoken to & email sent to Clerk 22 July. Complete. P45 issued to clerk
SC25.33a)	Recruitment of new Clerk Revised dates: <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 • Looking to appoint 31st August • Details of contract to be signed etc w/c 8th September • 1st parish council meeting 15th sept. ACTION: Cllr Gawith to draft advert, job spec and summary job description etc for review by Cllr Worth & Cllr Braund.	Ongoing Interview dates set, draft contract and job description reviewed on 22 August. Some updates needed.
SC25.33b)	Adverts: to be placed. ACTION Cllr Worth	Complete
SC25.33c)	Future Payroll ACTION: Cllr Gawith to obtain contact information of payroll company in Saltash for use going forward	Info received from locum clerk. Complete
Matters Arising – 22nd August 2025 SC meeting		
SC25.39	Cllr Tagg to write to HMRC about the March payroll	
SC25.40 & SC25.41	ACTION: Cllr Worth to invite applicants to the interview dates	Complete
SC25.42	Cllr Gawith to draft flexible working policy	
SC25.43	Cllr Gawith to chase payroll company	

Signed: Chairman