



**MINUTES OF THE MARAZION STAFFING SUB-COMMITTEE
THURSDAY 5th MAY 2022 TOWN HALL MARAZION**

Meeting number 1/2022

Present: Cllr W Collins, Cllr G Reynolds; Cllr D Walsh

In attendance:

Mrs T Unstead Town Clerk

1 Apologies

None received.

2 Public Participation

None

3 Declarations of Interest

None

4 Dispensations

None.

6 The Freedom of Information Act 2000.

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions

7 Data Protection Act 2018

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

8 Part II

(Private)

Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d

RESOLVED – unanimous to move into Part II

10 Town Clerk's annual appraisal.

Councillors of the Staffing Sub-Committee appraised the Town Clerk and her work in the last twelve months. There are no issues to raise with Full Council.

RESOLVED – unanimous to recommend to Full Council that there are no issues to raise.

11 Town Clerks hours of work.

Councillors asked the Town Clerk about the level of workload and the weekly hours worked. The Town Clerk explained the level of workload and that an extra hour per day would be helpful.

The Town Clerk also explained that the days working from home gave an opportunity for quiet and undisturbed time to work.

RESOLVED – unanimous to recommend to Full Council that the Town Clerk’s hours are increased to 30 per week, effective as from the date of approval and to be reviewed in six months.

Signed

Cllr Collins

Chairman Staffing Sub-Committee