

MINUTES of the STAFFING & PREMISES COMMITTEE held in the Council Chamber, Council Offices, 1 Chapel Street, St Just on Monday 6 June 2011 at 10.30 a.m.

PRESENT

Cllr B F Angwin
Cllr Mrs S James

Cllr M Thomas

TOWN CLERK

Elaine Baker

S&PC.01 ELECTION OF CHAIRMAN

RESOLVED: That Cllr Mrs James be elected Chairman of the Staffing & Premises Committee for the 2011 / 2012 municipal year.

S&PC.02 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor McClary and Councillor Nicholls.

S&PC.03 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Cllr Angwin be elected Vice-Chairman of the Staffing & Premises Committee for 2011 / 2012 municipal year.

S&PC.04 DECLARATIONS OF INTEREST

None received.

S&PC.05 MINUTES

RESOLVED: That the minutes of the meeting of the Staffing & Premises Committee held on 13 December 2010 be approved as an accurate record and signed by the Chairman.

S&PC.06 WORK PROGRAMME

The committee considered the content of its work programme for the 2011 / 2012 municipal year.

The Town Clerk reported that Cornwall Council had completed the re-plastering work in the Council Offices and would also be approached about repainting, including the repainting of the walls in the Council Chamber which had not been completed following recent repairs.

Other works to be addressed in the coming municipal year included a new Town Council sign on the front of the building, for which a financial contribution would be made by Cornwall Council. Further details would be brought to a meeting of the full Town Council in due course.

In respect of the Plen-an-Gwarry, the Town Clerk reported that two quotations had been received in respect of the works to the wall. The Committee was disappointed that only two quotations had been received by 6 June 2011

deadline and agreed that in view of the difference in the quotations, if further quotations were received in advance of the Council meeting on 13 June they would be reported to the full Council.

The Committee **RESOLVED TO RECOMMEND** to the full Council that, in the event that no further quotations were received, the quotation from Steve Carroll be accepted for the works to the Plen-an-Gwarry.

With regard to the Council's public seating, it was agreed that an annual inspection should be carried out each June, to enable a regular maintenance programme to be developed. Inspection to be undertaken by the Mayor and Town Clerk. It was also agreed that the Town Council at its precept meeting in December would be asked to consider budget provision for ongoing maintenance of the Council's public seating stock.

The Committee was also advised of the poor condition of the Town Council's notice boards in St Just and Pendeen and it was agreed that the Mayor and Town Clerk would bring forward fully costed proposals for their replacement to the next meeting of the Committee in September.

(Action by: Elaine Baker)

S&PC.07 **BUILDING MAINTENANCE**

The issue had been considered as part of the discussion in relation to the Committee's work programme.

S&PC.08 **STAFF APPRAISAL**

The Committee was reminded that the Town Council had approved a staff appraisal scheme but that appraisal interviews for Council staff had so far not been implemented.

The Town Clerk circulated a draft appraisal record form and supporting information which could be used as part of the interview process.

RESOLVED: That the draft record form be approved for use for the initial appraisal interviews, subject to further amendment in light of the completion of this year's interviews.

(Action by : Elaine Baker)

Meeting closed at 11.50 a.m.

Chairman