

Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

MINUTES:

of the Extraordinary Full Council Meeting held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Tuesday 29th January 2019 at 6.30 pm

PRESENT:

Councillor D Wilkins	Chairman
Councillor Mrs V Dalley	Vice-Chairman
Councillor D Atherfold	
Councillor M Champion	
Councillor J P Collins	
Councillor T Dalley	
Councillor Ms Z Fox	
Councillor C Godolphin	
Councillor R Goodman	
Councillor J Herd	
Councillor V Kelynack	
Councillor L Lemon	
Councillor R Marshall	
Councillor J Morgan	
Councillor G Winter	

IN ATTENDANCE:

Amanda Mugford, Town Clerk; Samantha Hughes, Finance and Administration Officer; Melanie Negus, Administrative Assistant; and two representatives of Skylite Associates.

The Chairman explained the safety procedures to all present.

C.4439 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4439.2 RESOLVED: that the apologies from Councillors J Barclay, Gillingham and M Pearce for non-attendance at the meeting of the Full Council held on 29th January 2019 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously

C.4440 CHAIRMAN'S ANNOUNCEMENTS

Events attended by the Mayor representing the Council were as follows:

23rd January CALC meeting.

C.4441 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

The Town Clerk and Finance and Administration Officer declared Pecuniary Interests in Agenda item 10 regarding their Job Descriptions and pay scales.

C.4442 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.4443 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

There were no members of the public present.

C.4444 TO RECEIVE INFORMATION REGARDING PROPOSED CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME AND APPROVE CHANGES TO THE 2019/2020 REVENUE BUDGET AND THREE-YEAR FINANCIAL PLAN ACCORDINGLY

The Finance and Administration Officer, Councillors Winter and R Marshall had attended the Pension Fund AGM. Information received at the meeting was that increases to employer and employee contribution rates were likely to rise, effective from April 2019. Adjustments had been made in the Budget to allow for these changes if implemented.

Councillor R Marshall felt these changes would be positive for employees on lower pay scales but had concerns on the short time scale for consultation.

C.4444.2 RESOLVED: that information regarding proposed changes to the Local Government Pension Scheme was received, and changes to the 2019/2020 revenue budget and three-year financial plan, adjusted accordingly; were approved

Proposed by Councillor Winter
Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously.

C.4445 **TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING THE BUDGET IMPLICATIONS OF THE ORGANISATIONAL AND STAFFING REVIEW**

The Town Clerk informed members that, with the exception of the budget heads affected by the Organisational Staffing Review, the 2019/2020 budget had been approved at the Full Council meeting on the 10th January.

The Finance and Administration Officer had produced a draft updated version of the budget to reflect the possible increases resulting from Pension Contributions, and recommendations from the Staffing Review. This would be adjusted at the meeting to reflect decisions taken regarding Skylite Associates' recommendations in their report on the Organisational Structure and Staffing.

C.4445.2 **RESOLVED: that a report from the Town Clerk regarding the budget implications of the Organisational and Staffing Review was received**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4446 **THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

C.4446.2 **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Proposed by Councillor Champion
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4447 **TO RECEIVE A REPORT FROM SKYLITE ASSOCIATES REGARDING THE ORGANISATIONAL AND STAFFING REVIEW, CONSIDER RECOMMENDATIONS, APPROVE ACTION AND ALLOCATIONS TO THE REVENUE BUDGET ACCORDINGLY**

The Skylite representatives went through the key aspects of their report and recommendations with Councillors.

Councillors considered the Objectives recommended for a three year plan and it was:

C.4447.2 RESOLVED: that Year 1 - the recommendation in the Organisational and Staffing Review Report to create a Strategic Plan – joined up with other key stakeholders was approved

Proposed by Councillor Herd
Seconded by Councillor V Kelynack

On a vote being taken the matter was approved unanimously

C.4447.3 RESOLVED: that the recommendation in the Organisational and Staffing Review Report Year 1:

- **Create a senior team.**
- **Ensure pay and grading are comparable with other Town Councils.**
- **Expand the team.**
- **Allow for increased external engagement.**
- **Clear defined job roles aligned to the strategy.**
- **Improve systems.**
- **Signpost and manage enquiries.**
- **Clear development plans aligned to the strategy.**
- **Create capacity to flex for future change.**

Was approved

Proposed by Councillor Herd
Seconded by Councillor R Marshall

On a vote being taken the matter was approved by a Majority.

C.4447.4 RESOLVED: that the recommendation in the Organisational and Staffing Review Report, Year 1 - Finance:

- **Define revised and proportional levels of spend controls under the Scheme of Delegation.**
- **Develop and formalise specific policy on procurement including Social Value.**
- **Training and Workshop for Councillors and staff on procurement related matters.**

And all key Financial recommendations listed on pages 53 to 55 of the report were approved and associated expenditure authorised

Proposed by Councillor Z Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4447.5 RESOLVED: that the recommendation in the Organisational and Staffing Review Report, Year 1, Increase, responsiveness and efficiency:

- **Communicate the new Strategy and Plan.**
 - **Develop the capacity of Councillors.**
 - **Streamline policies and improve accessibility.**
 - **Clarify accountability in job roles and streamline the structure.**
 - **Improve and streamline work processes and systems.**
- Was approved**

Proposed by Councillor Ms Fox
 Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4447.6

RESOLVED: that the recommendation in the Organisational and Staffing Review Report, Years 1 – 3, Engage the Community:

- **Inform them on the role and scope of the Town Council.**
 - **Understand what the community wants from the Town Council.**
 - **Counter negativity, lack of pride.**
 - **Increased PR and social media.**
 - **Community events.**
 - **Partner with local groups/the community; encourage and support participation and volunteering.**
 - **Utilise the Library to promote engagement.**
- Was approved**

Proposed by Councillor Champion
 Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously.

C.4447.7

RESOLVED: that the recommendation in the Organisational and Staffing Review Report, Years 1 – 3, Increase engagement with businesses:

- **Collaborate with BID Camborne.**
 - **Continue engagement with key stakeholders.**
 - **Expand engagement across more stakeholders.**
 - **Promoting Camborne.**
- Was approved**

Proposed by Councillor Dalley
 Seconded by Councillor Winter

On a vote being taken the matter was approved by a Majority.

C.4447.8

RESOLVED: that the recommendation in the Organisational and Staffing Review Report, Years 2 – 3, Create capacity for creativity:

- **Develop the green spaces utilising the skills of the team.**
- **Develop an inclusive culture and arts agenda.**

- **Develop youth interest, understanding, support and engagement.**

Proposed by Councillor Ms Fox
Seconded by Councillor L Lemon

On a vote being taken the matter was approved unanimously.

C.4447.9 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description, and pay scale with a proposed increased amendment of three points to SCP 14-23 (5-4) -- for the Amenities Supervisor was approved.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4447.10 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description and pay scale SCP 14 - 21 (5-11) for Amenities Technician, was approved.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4447.11 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description and pay scale SCP 30-33 (24-27) for the Project, Amenities, Health and Safety Officer, was approved.**

Proposed by Councillor V Kelynack
Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously.

Having declared an interest in this agenda item the Finance and Administration Officer left the room.

C.4447.12 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description and pay scale SCP 30-33 (24-27) for the Finance and Administration Officer, was approved.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

The Finance and Administration Officer re-entered the room.

Having declared an interest in this agenda item the Town Clerk left the room.

C.4447.13 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description and pay scale SCP 61-68 (55-62) for the Town Clerk, was approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a Majority.

The Town Clerk re-entered the room.

C.4447.14 **RESOLVED: that additional training, to be confirmed under the new strategy, for the Finance and Administration Officer; was approved and associated expenditure authorised**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.4447.15 **RESOLVED: that the recommendation in the Organisational and Staffing Review Report to recruit an Engagement Officer, the job description, and pay scale SCP 34 -37 (28-31), was approved.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority.

Councillor L Lemon left the room at 7.31 pm and re-entered at 7.33 pm.

C.4447.16 **RESOLVED: that the recommendations in the Organisational and Staffing Review Report for the job description was approved and pay scale SCP 1822 (7-12) for the Committee Support Officer remains unchanged; was approved. The Administrative Assistant job description was approved and the pay scale SCP9-11 (2-3) remains unchanged; was approved.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority.

- C.4447.17** **RESOLVED:** that the recommendation in the **Organisational and Staffing Review Report to create a Staff Handbook to include:**
- **Setting out expectations of behaviour.**
 - **Conduct in the workplace.**
 - **Signposting to commonly used processes and procedures.**
 - **Organisational training plan to develop the team to meet the needs of the Corporate Strategy.**
 - **Policies.**
- Was approved**

Proposed by Councillor V Kelynack
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

- C.4447.18** **RESOLVED:** that the recommendation in the **Organisational and Staffing Review Report for a Training and appraisal process to measure performance and capture training needs against the new strategy, was approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a Majority.

- C.4448** **TO RE-ADMIT THE PRESS AND PUBLIC**

- C.4448.2** **RESOLVED:** to re-admit the Press and Public

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- C.4449** **TO SET A PRECEPT FOR THE 2019/2020 FINANCIAL YEAR**

- C.4449.2** **RESOLVED:** that a Precept of **£1,110,978; increasing Band D Council Tax by £23.88 per year, for Camborne Town Council, was approved**

Proposed by Councillor Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a Majority.

- C.4450** **TO SET A BUDGET FOR THE 2019/2020 FINANCIAL YEAR**

- C.4450.2** **RESOLVED:** that a budget of **£1,120,437 for Camborne Town Council was approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority.

There being no further business the Chairman closed the meeting
at 7.45 pm.

SIGNED BY THE CHAIRMAN.....

DATE

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