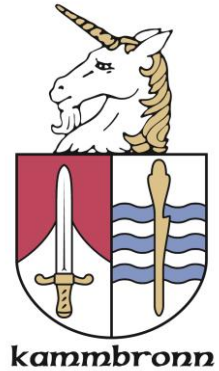


# CAMBORNE TOWN COUNCIL

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Council Offices –  
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### **To all members of the Staffing Committee.**

Councillors: Mrs V Dalley (Chairman), C Godolphin (Vice Chairman).  
J P Collins, Z Fox, R Marshall, M Pearce, G Winter.

I hereby summon you to a meeting of the Staffing Committee to be held in the Clerk's Office, The Basset Centre, Basset Road, Camborne, on **Thursday 7<sup>th</sup> September 2017 at 10.00am.**

### AGENDA

1. Safety Procedures.
2. To receive apologies for non-attendance.
3. 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.
4. To approve written request(s) for dispensations.
5. Chairman's Announcements.
6. To receive and approve the minutes of the meeting of the Staffing Committee held on the 22<sup>nd</sup> June 2017.
7. Matters arising, where no substantive item below, for information only.
8. To receive information from Mr M Allen, Employer Liaison, Cornwall Pension Fund regarding Employer Discretionary Policy options for the Cornwall Local Government Pension Scheme.
9. To review Employer Discretionary Policies under the Cornwall Local Government Pension Scheme and make recommendations to Full Council.

10. To receive the current net position by code of the Staffing Revenue Budget 2017/2018, note committed expenditure to date and agree any appropriate action.
11. To receive a verbal progress report from the Town Clerk regarding recruitment to vacant posts and agree any appropriate action.
12. To approve the attendance of the Finance and Administration Officer at free Scribe Accounts training and authorise travel expenses from the Staff Training budget..
13. To receive the South West Councils August Newsletter and approve any appropriate action.
14. To receive the Installation Checklists for horticultural equipment supplied by Nigel Rafferty Groundcare.
15. 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.
16. To receive the annual performance appraisals for the
  - a) Amenities Technicians (To follow)
  - b) Amenities and Projects Officer
  - c) Administrative Assistant
  - d) Town Clerk (To follow)
17. To consider the training and development needs of the
  - a) Amenities Technicians
  - b) Amenities and Projects Officer
  - c) Administrative Assistant
  - d) Town Clerk

agree action and authorise expenditure accordingly
18. To consider the terms and conditions of employment of the
  - a) Amenities Technicians
  - b) Amenities and Projects Officer
  - c) Administrative Assistant
  - d) Town Clerk

agree action and authorise expenditure accordingly.
19. To receive information from Falmouth Town Council regarding staffing structure and library responsibilities and make recommendations to Full Council if appropriate..

20. To consider office opening hours for Christmas 2017 and make recommendations to Full Council.

Given under my hand this 31<sup>st</sup> August 2017

Amanda Mugford  
Town Clerk

*This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.*

*Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.*