

# Meeting Minutes

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

## MINUTES:

**of the meeting of the Staffing Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 25<sup>th</sup> September 2024 at 10.30 am.**

## PRESENT:

<b>Councillor V Dalley</b>	<b>Chairman</b>
<b>Councillor J Ball</b>	<b>Vice Chairman</b>
<b>Councillor Z Fox</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor R Weatherburn</b>	
<b>Councillor M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; and Jane Weston, Deputy Town Clerk.**

### S.1174 SAFETY PROCEDURES

The Chairman explained the safety procedures.

### S.1175 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

**S.1175.2 RESOLVED: that apologies from Councillor J Morgan for non-attendance of the meeting of the Staffing Committee held on the 25<sup>th</sup> September 2024 were received**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

### S.1176 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

There were no declarations of interests.

**S.1177 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.1178 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements.

**S.1179 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 10<sup>TH</sup> JULY 2024, FOR SIGNING BY THE CHAIRMAN**

**S.1179.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 10<sup>th</sup> July 2024 were received, approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1180 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 10<sup>TH</sup> JULY 2024, FOR SIGNING BY THE CHAIRMAN**

**S.1180.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 10<sup>th</sup> July 2024 were received, approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1181 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.1182 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E 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.

**S.1183 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JULY 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1183.2 RESOLVED: that a Cornwall Pension Fund Newsletter for July 2024 was received**

Proposed by Councillor M Williams  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1184 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR AUGUST 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk reported that they had attended the recent Employer meeting, which had discussed the new employer representative for Cornwall Pension Fund, upcoming training and the start of the tri annual audit for the Fund.

**S.1184.2 RESOLVED: that a Cornwall Pension Fund Newsletter for August 2024 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**S.1185 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF AUGUST 2024, AND AGREE ACTION**

The Town Clerk reported that the budget was either underspent or in line with where the Council should be within the financial year for staffing.

Health and Safety training was overspent in some areas but there were also underspends in other departments.

The Town Clerk had no concerns at this time.

**S.1185.2 RESOLVED: that a Staffing Income and Expenditure report to the end of August 2024 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1186 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**

**S.1186.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor V Dalley  
Seconded by Councillor C Godolphin

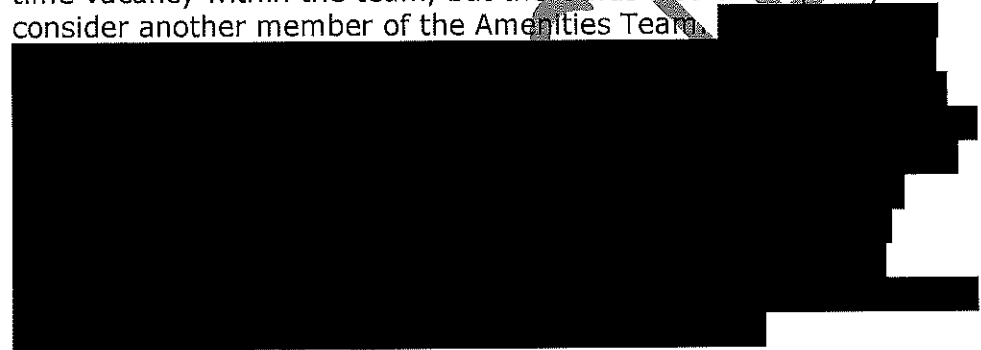
On a vote being taken the matter was approved unanimously.

S.1187

**TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING RECRUITMENT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk reported that the Fixed Term Climate & Sustainability Officer had been successfully recruited and the proposed start date was 7<sup>th</sup> October 2024. The HR Assistant interviews had taken place and the successful candidate had been offered the position, subject to references and ID checks. A councillor noted that they had been part of those interviews, and the successful candidate was really strong.

The Town Clerk also explained that the recruitment for an Amenities Technician had taken place yesterday and there were two very good candidates. The Town Clerk proposed that Councillors considered offering the position to both candidates. There was already one full time vacancy within the team, but there was also the capacity to consider another member of the Amenities Team.



The Councillors clarified the current structure within the Amenities Team. They talked about the recent interviews for the Amenities Technician post, as one of the Councillors had sat on the interview panel. Councillors discussed the current commitments of the Amenities Team and that the street weeding was been completed. They also discussed the Town Deal Projects and the need for more to be done by the Amenities Team in the near future and also to help strengthen the team whilst buildings develop.

A councillor proposed that the candidate should be offered both options for either a 30hour or full time contract. This proposal fell on the vote.

S.1187.2

**RESOLVED: that the verbal update from the Town Clerk regarding recruitment was received and the proposal to appoint two full time Amenities Technicians was approved and expenditure authorised**

Proposed by Councillor J Ball

Seconded by Councillor M Williams

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

S.1188

**TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**



S.1188.2

**RESOLVED: that the verbal update from the Town Clerk regarding staffing matters was received**

Proposed by Councillor Z Fox

Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1189

**TO CONSIDER THE APPROVAL OF CHRISTMAS OPENING/CLOSING, AND STAFF LEAVE, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillors discussed the Christmas break, and it was agreed that staff should be gifted Tuesday 24<sup>th</sup> December 2024; this gift being pro-rata for part time members of staff. Hence the Council and all the services that it provides would be closed for business from the end of the day on Monday 23<sup>rd</sup> December 2024 and would re-open on Thursday 2<sup>nd</sup> January 2025.

S.1189.2

**RESOLVED: that Tuesday 24<sup>th</sup> December 2024 be gifted to all members of staff, pro rata for part time members of staff, was approved. Staff willing to work on bin emptying during the closure to be paid time and a half was approved and expenditure authorised.**

Proposed by Councillor C Godolphin

Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 10.59am.

SIGNED BY THE CHAIRMAN.....

DATE .....

DRAFT/REDACTED