

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 15th January 2025 at 10.30 am.

PRESENT:

Councillor V Dalley (Chair)
Councillor J Ball (Vice Chair)
Councillor C Godolphin
Councillor J Morgan
Councillor R Weatherburn
Councillor M Williams

IN ATTENDANCE:

Samantha Hughes, Town Clerk, Chloe Rees-Dennemont, HR Assistant and Louise Cantrill, Skylite Associates.

S.1216 SAFETY PROCEDURES

The Chair explained the safety procedures.

S.1217 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

RESOLVED: that apologies from Councillor Chris Lawrence for non-attendance of the meeting of the Staffing Committee held on the 15th January 2025 were received

Proposed by Councillor V Dalley
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1218 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 - None

S.1219 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.1220 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

S.1221 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 18TH DECEMBER 2024, FOR SIGNING BY THE CHAIRMAN

The Chairman advised that the minutes were not available and the item was deferred to the next meeting.

S.1222 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR DECEMBER 2024, AGREE ACTION AND AUTHORISE EXPENDITURE.

RESOLVED: To receive a Cornwall Pension Fund Newsletter for December 2024.

Proposed by Councillor Colin Godolphin
Seconded by Councillor John Morgan

On a vote being taken the matter was approved unanimously.

S.1223 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF DECEMBER 2024 AND AGREE ACTION.

RESOLVED: To receive the Staffing Income and Expenditure Report to the end of December 2024

Proposed by Councillor V Dalley
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1224 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.

Proposed by Councillor C Godolphin
Seconded by Councillor J Morgan

On a vote being taken the matter was approved unanimously.

S.1225 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING HEALTH AND SAFETY MATTERS AND SUPPORT, AGREE ACTION AND AUTHORISE EXPENDITURE.



RESOLVED : To receive the verbal report regarding Health and Safety matters from the Town Clerk.

Proposed by Councillor V Dalley

Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

S.1226 TO RECEIVE CORRESPONDENCE REGARDING STAFF MATTERS ASSOCIATES AND TOWN CLERK AND AGREE ACTION

The Clerk and HR advisor relayed correspondence from staff regarding matters including resignations of Deputy Clerk & Head of Strategic Projects.

RESOLVED: To receive correspondence regarding staff matters.

Proposed by Councillor V Dalley

Seconded by Councill J Morgan

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

S.1227 TO RECEIVE 12-MONTH APPRAISALS AND CORRESPONDENCE

**S.1227.2 i) Amenities Technician
ii) Administrative Assistant**

These matters could not be received due to lack of paperwork.

S1227.3 Head of Community and Culture

The Clerk acknowledged the support given by the officer during a time of extreme pressure and staff shortages. She recommended that

the Head of Community and Culture receive an increase in salary to SCP 35 to reflect the additional responsibility.

S.1227.4 RESOLVED : approve IOSH training request (online course) for Head of Community & Culture at £200.00.

Proposed by Councillor V Dalley

Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1227.5 RESOLVED : approve SPC 35 incremental rise in salary based on successful 12 month review for Head of Community & Culture.

Proposed by Councillor V Dalley

Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

A letter of concern from the Head of Community & Culture was presented the committee by the Clerk. At 11.02am the Head of Community & Culture entered the meeting to speak to the letter and answer Councillor questions.

The Head of Community & Culture left the meeting at 11:15am.

S.1227.6 RESOLVED: receive the letter of concern from the Head of Community & Culture.

Proposed by Councillor C Godolphin

Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.1228.0 TO RECEIVE 6-MONTH APPRAISALS OF STAFF AND ASSOCIATED CORRESPONDENCE, AGREE ACTION AND ASSOCIATED EXPENDITURE

- i) Library Assistant
- ii) Finance Manager
- iii) Administrative Support Officer

S.1228.2 RESOLVED : that the six-month appraisals be received and staff to be congratulated and thanked for their work.

Proposed by Councillor V Dalley

Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously

iv) Committee Support Officer

This item was deferred to the next meeting.

S.1229.0 TOWN CLERK

Town Clerk left the meeting at 11.27am

The Chair of Staffing reported on the appraisal of the Town Clerk and noted that the current working arrangements and pressures on the post were not sustainable. The HR Advisor made a number of recommendations relating to working arrangements and proposed an salary increase to reflect the additional role and responsibilities currently being undertaken by the Town Clerk.

S.1229.2 RESOLVED :

- i) **To receive the 6 month appraisal of the Town Clerk**
- ii) **that the Town Clerk be appointed Acting RFO with an additional incremental point to SPC 59 to reflect the additional role.**

Proposed by Councillor V Dalley

Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously

Town Clerk returned to the meeting at 11.36am.

A letter of concern from the Town Clerk was presented the committee by the Town Clerk.

S.1229.3 RESOLVED: To receive the letter of concern from the Town Clerk.

Proposed by Councillor V Dalley

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.1230 TO RECEIVE A WRITTEN REPORT AND RECOMMENDATIONS FROM SKYLITE ASSOCIATES REGARDING COUNCIL STAFFING SUPPORT MEASURES, AGREE ACTION AND AUTHORISE EXPENDITURE.

[REDACTED]

[REDACTED]

[REDACTED]

S.1230.2 RESOLVED :

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

S.1230.3 RESOLVED: Meeting Extension of 15 minutes.

Proposed by Councillor V Dalley

Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.1231.0 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON RECRUITMENT, TRAINING AND STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE.

S.1231.2 RESOLVED: to receive the verbal update from the Town Clerk on recruitment, staffing and training.

Proposed by Councillor V Dalley

Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 12.35 pm.

SIGNED BY THE CHAIRMAN.....

DATE