

# Meeting Minutes

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

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## MINUTES:

**of the meeting of the Staffing Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 19<sup>th</sup> March 2025 at 2.30pm**

## PRESENT:

**Councillor V Dalley (Chair)**  
**Councillor J Ball (Vice Chair)**  
**Councillor Z Fox**  
**Councillor C Godolphin**  
**Councillor C Lawrence**  
**Councillor M Williams**

## IN ATTENDANCE:

**Rose Hitchens-Todd, Acting Assistant Town Clerk; Chloe Rees-Dennemont, HR Assistant; and Sarah Mason, CALC.**

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### **S.1251 SAFETY PROCEDURES**

The Chair explained the safety procedures.

### **S.1252 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **S.1252.1 RESOLVED: that apologies from Councillors Weatherburn and Morgan for non-attendance of the meeting of the Staffing Committee held on the 19<sup>th</sup> March 2025 were received**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

### **S.1253 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**

Councillors Ball, Dalley, Fox – Item 20. Town Deal Engagement Officer

**S. 1253.1            RESOLVED: Declarations received from Councillors Ball, Dalley and Fox.**

Proposed by Councillor Ball  
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

**S.1254                    TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

**S.1254.1                RESOLVED: The dispensation requests for Councillors Ball, Dally and Fox were approved.**

Proposed by Councillor Ball  
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

**S.1255                    CHAIR’S ANNOUNCEMENTS**

The Chair provided an update on absent staff members and explained the contact and support process.

**S.1256                    TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 15<sup>TH</sup> JANUARY 2025, FOR SIGNING BY THE CHAIR**

**S.1256.1                RESOLVED: that the minutes of the Staffing Committee meeting held on 15<sup>th</sup> January 2025 were received, approved, and signed by the Chair**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

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

**S.1257                    TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 15<sup>TH</sup> JANUARY 2025, FOR SIGNING BY THE CHAIR**

**S.1257.1                RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 15<sup>th</sup> January 2025 were received, approved, and signed by the Chair**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

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

**S.1258                    TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 19<sup>TH</sup> FEBRUARY 2025, FOR SIGNING BY THE CHAIRMAN**

**S.1258.1                RESOLVED: that the minutes of the Staffing Committee**

**meeting held on 19<sup>th</sup> February 2025 were received, approved, and signed by the Chair**

Proposed by Councillor Dalley  
Seconded by Councillor Williams

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

**S.1259 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 19<sup>TH</sup> FEBRUARY 2025, FOR SIGNING BY THE CHAIRMAN**

**S.1259.1 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 19<sup>th</sup> February 2025 were received, approved, and signed by the Chair**

Proposed by Councillor Dalley  
Seconded by Councillor Godolphin

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

**S.1260 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.1261 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.

**S.1262 TO RECEIVE RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR FEBRUARY 2025, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1262.1 RESOLVED: that a Cornwall Pension Fund Newsletter for February 2025 was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

**S.1263 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF FEBRUARY 2025 AND AGREE ACTION**

**S.1263.1 RESOLVED: that a Staffing Income and Expenditure Report to the end of February 2025 was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

**S.1264** **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.1264.1** **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, were excluded with the exception of Sarah Mason due to the confidential nature of the business to be discussed**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

**S.1265** **TO RECEIVE A WRITTEN REPORT FROM TRACEY MORRIS-PROGRESSIVE HR, REGARDING SKYLITE ASSOCIATES HR AND RECENT RECRUITMENT MATTERS, ACTION AND AUTHORISE EXPENDITURE**



**S.1265.1** **RESOLVED: that a written report from Tracey Morris-Progressive HR, regarding Skylite Associates HR, and recent recruitment matters was received**

Proposed by Councillor Dalley  
Seconded by Councillor Fox

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

**S.1266** **TO RECEIVE A WRITTEN REPORT FROM ACTING ASSISTANT TOWN CLERK REGARDING RECENT RECRUITMENT MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Assistant Clerk provided a detailed report which was supported by advice from Sarah Mason of CALC. Councillors considered a series of options with intention to address the issues encountered over recent months, including the formation of a 'task & finish' Staffing panel which would discuss and seek to address the following issues:

- Review recruitment process- internal and external process.
- Review staffing structure and move away from temporary staffing.
- Review grievance and disciplinary procedures.
- Review training needs analysis for senior staff, invest in support mechanisms for senior staff.
- Staffing Committee Members must partake in HR training- Review the role of the Staffing Committee.
- Training needs analysis for all Councillors.
- Review appraisal process for all staff.
- Review Officer-Member protocol & dignity at work policies.
- Review Staff & Committee communications- reassuring staff on actions of Staffing Committee.



[REDACTED]

**S.1266.1 RESOLVED: that a written report from Acting Assistant Town Clerk regarding recent recruitment matters was received**

Proposed by Councillor Ball  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**S.1266.2 RESOLVED: Respond to letters of concern written by staff and submitted to the staffing committee between January 2025-March 2025. Chair of Staffing Committee to meet with staff to offer reassurance, followed by formal letter of acknowledgement.**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

**S.1266.3 RESOLVED: To establish a Terms of Reference and work plan for Staffing Panel including Sarah Mason of CALC, to address the issues raised by this Staffing Committee. The panel to meet in April 2025 to report back to the Staffing Committee meeting in April 2025.**

Proposed by Councillor Ball  
Seconded by Council Godolphin

On a vote being taken the matter was approved unanimously.

**S.1266.4 RESOLVED:** [REDACTED]

On a vote being taken the matter was approved unanimously.

**S.1267 TO CONSIDER THE APPROVAL OF LEAVE ROLLOVER FOR STAFF FROM 2024/2025 TO THE NEXT LEAVE YEAR, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1267.1 RESOLVED: that leave rollover for staff from 2024/2025 to the next leave year, was approved**

Proposed by Councillor Fox  
Seconded by Councillor Lawrence

On a vote being taken the matter was approved unanimously.

**S.1268 TO RECEIVE RECIEVE LETTERS OF RESIGNATION, ACTION AND AUTHORISE EXPENDITURE**

**S.1268.1 RESOLVED: that letters of resignation were received with regret and thanks offered to the staff leaving the**

**organisation.**

Proposed by Councillor Ball  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**S.1269 TO RECEIVE RECEIVE A WRITTEN UPDATE FROM THE ACTING ASSISTANT TOWN CLERK REGARDING STAFFING STRUCTURE, MEASURES TO ADDRESS VACANCIES AND RECENT APPOINTMENTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1269.1 RESOLVED: that a written update from the Acting Assistant Town Clerk regarding staffing structure, measures to address vacancies and recent appointments was received and the following actions to take place:**

[REDACTED]

Proposed by Councillor Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**S.1270 TO RECEIVE A VERBAL REPORT FROM THE ACTING ASSISTANT TOWN CLERK IN REGARDS TO MAKING EFFICIENCIES IN ADMINISTRATIVE PRACTICES, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillors discussed the issue of over-detailed minutes from meetings of the Council and the time it was taking to produce the minutes.

**S.1270.1**

**RESOLVED: that a verbal report from the Acting Assistant Town Clerk regarding making efficiencies in administrative practices, was received, and that the production of Camborne Town Council minutes would move back to clean, legal and compliant documents.**

Proposed by Councillor Ball  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**S.1271**

**TO CONSIDER AN EXTENSION TO FREELANCE CONTRACT OF TOWN DEAL ENGAGEMENT OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1271.1**

**RESOLVED: that a 12 month extension (June 2025- June 2026) to freelance contract of Town Deal Engagement Officer was approved.**

Proposed by Councillor Godolphin  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at 5.16pm.

SIGNED BY THE CHAIR .....

DATE .....

