

# 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 20<sup>th</sup> November 2024 at 10.30 am.**

## PRESENT:

<b>Councillor V Dalley</b>	<b>Chair</b>
<b>Councillor J Ball</b>	<b>Vice Chair</b>
<b>Councillor Z Fox</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor C Lawrence</b>	
<b>Councillor J Morgan</b>	
<b>Councillor R Weatherburn</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk and Responsible Finance Officer; Jane Weston, Deputy Town Clerk and Louise Cantrill, Skylite Associates.**

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### **S.1190 SAFETY PROCEDURES**

The Chair explained the safety procedures.

### **S.1191 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.1191.2 RESOLVED: that apologies from Councillor M Williams for non-attendance of the meeting of the Staffing Committee held on the 20<sup>th</sup> November 2024 were received**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

### **S.1192 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 declared an interest in a portion of item 19. The Deputy Town Clerk declared an interest in item 20.

**S.1193 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.1194 CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

**S.1195 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 25<sup>TH</sup> SEPTEMBER 2024, FOR SIGNING BY THE CHAIR**

**S.1195.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 25<sup>th</sup> September 2024 were received, approved, and signed by the Chair**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1196 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 25<sup>TH</sup> SEPTEMBER 2024, FOR SIGNING BY THE CHAIR**

**S.1196.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 25<sup>th</sup> September 2024 were received, approved, and signed by the Chair**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1197 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.1198 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.1199 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR SEPTEMBER 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1199.2 RESOLVED: that a Cornwall Pension Fund Newsletter for September 2024 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1200 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR OCTOBER 2024, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1200.2 RESOLVED: that a Cornwall Pension Fund Newsletter for October 2024 was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1201 TO RECEIVE AN UPDATE ON THE NJC PAY OFFER FOR 2024/2025, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1201.2 RESOLVED: that an update on the NJC pay offer for 2024/2025 was received and approved and expenditure was authorised**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1202 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF OCTOBER 2024, AND AGREE ACTION**

The Town Clerk reported that there were a couple of overspends within the budget, but there was also a lot of underspends which indicated being within budget for staffing.

**S.1202.2 RESOLVED: that a Staffing Income and Expenditure report to the end of October 2024 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

**S.1203 TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE STAFFING COMMITTEE DRAFT REVENUE BUDGET FOR 2025/2026, THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk explained that there had been some realignments of budgets. Historically teams had been shown as one department, these had now been split out. The Town Clerk went further to explain that the Basset Community Hub had a separate Cost centre and that EMR monies had been allocated to pay for the Town Deal Officer role, ensuring no further precept increase. The budget and three-year financial plan report had already been taken to the Strategic Budget Working Party.

**S.1203.2**            **RESOLVED: that the written report from the Responsible Finance Officer on the draft Revenue Budget for the Staffing Committee for 2025/26 and the three-year plan was received**

Proposed by Councillor V Dalley  
Seconded by Councillor C Lawrence

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

Councillor Ball wished to have his abstention noted for the records.

**S.1203.3**            **RESOLVED: that the Staffing budget for 2025/26 and the three-year plan from the Responsible Finance Officer was received and approved**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

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

Councillor Ball wished to have his abstention noted for the records.

**S.1203.4**            **RESOLVED: that the Staffing Budget as tabled be recommended to the Finance & General Purposes Committee**

Proposed by Councillor R Weatherburn  
Seconded by Councillor C Godolphin

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

Councillor Ball wished to have his abstention noted for the records.

**S.1204**            **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.1204.2**            **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, with the exception of Louise Cantrill, 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.1205**            **TO RECEIVE 6-MONTH APPRAISALS FOR;**  
**i)      Library Assistant**  
**AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1205.2**            **RESOLVED: that the 6-month appraisals for the Library Assistant, [REDACTED], was received, with thanks for all their hard work**

Proposed by Councillor Z Fox  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**S.1206**

**TO RECEIVE 12-MONTH APPRAISALS FOR;**

- i) Communication and Engagement Manager**
- ii) Library Manager**
- iii) Events and Wider Participation Manager**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.1206.2**

**RESOLVED: that the 12-month appraisal for the Communication and Engagement Manager, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1<sup>st</sup> October 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**S.1206.3**

**RESOLVED: that the 12-month appraisal for the Library Manager, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1<sup>st</sup> October 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised**

Proposed by Councillor Z Fox  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1206.4**

**RESOLVED: that the 12-month appraisal for the Events and Wider Participation Manager, [REDACTED], was received, with thanks for all their hard work, and that a SCP 1-point salary increase backdated to 1<sup>st</sup> October 2024, was approved, and the associated expenditure to be taken from, 200 Staff Administration 4000 Salaries budget, was authorised, and that training requests were to be investigated by the manager and details brought back to a future meeting, was approved,**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

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

**S.1207**

**TO RECEIVE A FLEXIBLE WORKING REQUEST, AND AGREE ACTION**

[REDACTED]

[REDACTED]

**S.1207.2**

**Resolved: that the temporary flexible working request for [REDACTED] to reduce their working hours to 27.5 hours per week from 20<sup>th</sup> November 2024; was received, and approved**

Proposed by Councillor Z Fox  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

**S.1208**

**TO RECEIVE A VERBAL UPDATE FROM SKYLITE ASSOCIATES ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**S.1208.2**            **RESOLVED: that the verbal update from Skylite Associates, regarding staffing matters was received and the proposal for temporary cover for the Facilities Manager role was approved and expenditure authorised**

Proposed by Councillor V Dalley  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1208.3**            **RESOLVED: that the verbal update from the Town Clerk regarding sickness absences was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1208.4**            **RESOLVED: that the Harassment Training for all staff via Skylite Associates with expenditure of £275 from the staff training budget was approved and expenditure authorised**

Proposed by Councillor C Godolphin  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

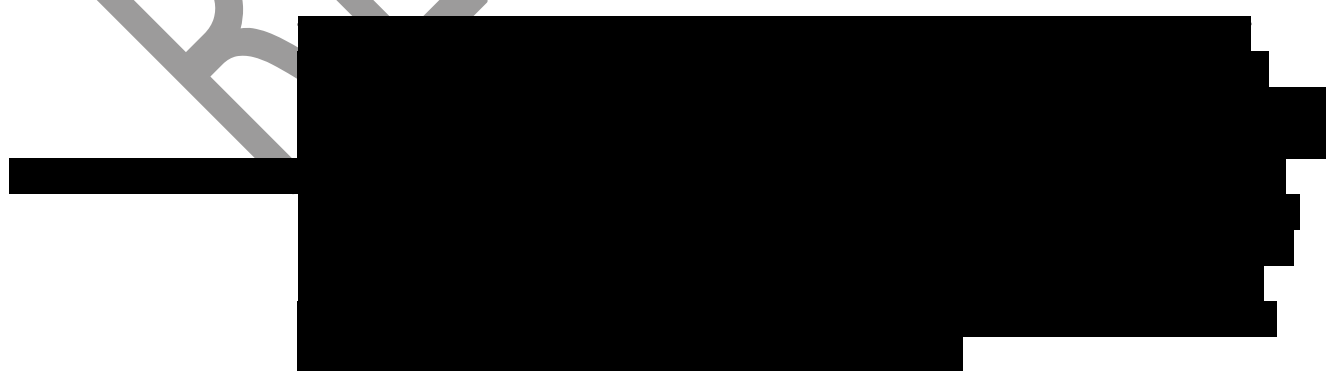
**S.1208.5**            **RESOLVED: that the Health and Safety Day with the Amenities Team provided by H2H was approved and expenditure authorised**

Proposed by Councillor C Godolphin  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

The Deputy Town Clerk left the meeting

**S.1209**            **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**



**S.1209.2**            **RESOLVED: that the verbal update from the Town Clerk regarding staffing matters was received**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.1209.3 RESOLVED: that the letter of resignation from the Deputy Town Clerk was received and approved**

Proposed by Councillor J Ball  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

**S.1209.4 RESOLVED: that the proposal for extra RFO support through external accountancy support was received and approved and associated expenditure was authorised**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.1209.5 RESOLVED: that the proposal for an additional Staffing Committee to be held in February 2025 was received and approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at 11.24am.

SIGNED BY THE CHAIR.....

DATE .....

