

# 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 Extraordinary Staffing Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 3<sup>rd</sup> March 2025 at 10.30am**

## PRESENT:

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

## IN ATTENDANCE:

**Rose Hitchens-Todd, Acting Assistant Town Clerk, David Garwood, Head of Strategic Projects, and Sarah Mason, CALC.**

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### **S.1243 SAFETY PROCEDURES**

The Chair explained the safety procedures.

### **S.1244 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **S.1244.1 RESOLVED: that apologies from Councillor Lawrence for non-attendance of the extraordinary meeting of the Staffing Committee held on the 3<sup>rd</sup> March 2025 were received**

Proposed by Councillor Dalley  
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

### **S.1245 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**

No declarations made.

**S.1246 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

No dispensation requests received.

**S.1247 CHAIR'S ANNOUNCEMENTS**

There were no announcements from the Chair.

**S.1248 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 in attendance.

**S.1249 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.1249.1 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 Ball  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**S.1250 TO RECEIVE A VERBAL REPORT FROM THE CHAIR REGARDING STAFFING MATTERS, AGREE ACTIONS AND AUTHORISE ASSOCIATED EXPENDITURE**

Those present discussed at length the staffing situation and sickness absence of the Clerk/RFO. The focus of discussion and proposed actions centred around; current staffing requirements and needs, business continuity, care of staff and addressing issues. Risks in not addressing issues were highlighted.

**S.1250.1 RESOLVED: Receive the verbal report from the Chair regarding staffing matters. Working with CALC, source options for a Locum Town Clerk & RFO, with a costed proposal to be delegated to Mayor, Chair of Staffing and Acting Assistant Clerk with option to extend. Approve minimum budget of current Town Clerk SCP + 25% (day rate) from budget 4000 (Staff Administration).**

Proposed by Councillor Morgan  
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

**S.1250.2**

**RESOLVED:**

[REDACTED]

On a vote being taken the matter was approved unanimously.

**S.1250.3**

**RESOLVED:**

[REDACTED]

On a vote being taken the matter was approved unanimously.

**S.1250.4**

**RESOLVED: Provide a day of training staff and councillors delivered by CALC staff.**

Proposed by Councillor Godolphin  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

**S.1250.5**

**RESOLVED: At 12.29, the Staffing Committee resolved to extend The meeting by one hour.**

Proposed by Councillor Dalley  
Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

**S.1250.6**

**RESOLVED: Recruit HR Officer with immediate effect, based on Existing Job Description and terms, salary SCP 16-21.**

Proposed by Councillor Fox  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.1250.7**

**RESOLVED: Delegate Exit Interviews for Staff and Councillors to Assistant Town Clerk, Mayor, Deputy Mayor, Chair of Staffing, Chair of Finance with support from Sarah Mason, CALC. Feedback to inform a programme of support for Line Managers to encourage consistent management and programme of training and support for Councillors.**

Proposed by Councillor Ball  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.1250.8**

**RESOLVED:** [REDACTED]

Proposed by Councillor Ball

Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**S.1250.9**

**RESOLVED: Action Assistant Town Clerk to consult [REDACTED] Accountant for addition support with Finance Matters.**

Proposed by Councillor Dalley

Seconded Councillor Fox

On a vote being taken the matter was approved unanimously.

**S.1250.10**

**RESOLVED: Work to back-fill role of Committee Support Officer, offering full-time, permanent position to the second placed candidate for the 'Executive Assistant' role.**

Proposed by Councillor Fox

Seconded by Councillor Ball

On a vote being taken the matter was approved unanimously.

**S.1250.11**

[REDACTED]

There being no further business the Chair closed the meeting at 1.19pm.

SIGNED BY CHAIRMAN .....

DATE .....

