

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 and Governance Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 30th July 2025, 6.30pm.

PRESENT:

Councillor M Champion (Chair)
Councillor C Godolphin (Vice Chair)
Councillor J Ball
Councillor J Cosgrove
Councillor N Miles
Councillor R Weatherburn

IN ATTENDANCE:

Rose Haylett-Hitchens, Acting Assistant Town Clerk, Shani Coxwell, HR Officer, Jacqui Merryweather, Executive Support Assistant

S.18 SAFETY PROCEDURES

The Chair explained the safety procedures to all present.

S.19 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.19.1 RESOLVED: to accept the notice that Councillor J Ball will be arriving late to the meeting

Proposed by Councillor C Godolphin
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

S.20 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 interests were declared

S.21 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS

There were no written requests for dispensations.

S.22 CHAIR'S ANNOUNCEMENTS

The Chair reminded the committee that the matters and documents discussed in the Staff & Governance Committee meetings remain confidential to this committee alone and should not be discussed with anyone else, including other councillors outside of the committee.

S.23 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRA-ORDINARY STAFFING COMMITTEE MEETING HELD ON 25th JUNE 2025, FOR SIGNING BY THE CHAIR

S.23.1 RESOLVED: that the minutes of the Staffing and Governance Committee meeting held on 25th June 2025 be held over for further review and approval at the next meeting in September because Councillor Weatherburn has some matters that require amendment

Proposed by Councillor R Weatherburn
Seconded by Councillor N Miles

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

S.24 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 16th April 2025, FOR SIGNING BY THE CHAIR

S.24.1 RESOLVED: that the draft redacted minutes of the Staffing and Governance Committee meeting held on 25th June 2025 be held over for further review and approval at the next meeting in September because Councillor Weatherburn has some matters that require amendment

Proposed by Councillor R Weatherburn
Seconded by Councillor N Miles

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

S.25 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

S.25.1 The Acting Assistant Town Clerk advised the committee that the staff hierarchy had been circulated to all Councillors with the end of June monthly update. The website will be updated shortly with names, job titles, etc but she will re-circulate to the Committee

Members.

S.26 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.27 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JUNE 2025, AGREE ACTION AND AUTHORISE EXPENDITURE.

S.27.1 RESOLVED: To receive the Cornwall Pension Fund Newsletter for June 2025

Proposed by Councillor C Godolphin
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously

S.28 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT TO THE END OF JUNE AND AGREE ACTION.

S.28.1 RESOLVED: To receive the Staffing Income and Expenditure Report to the end of June

Proposed by Councillor J Cosgrove
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously

S.29 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.29.1 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, were excluded except for Nicky Ackerley (HR Support Consultancy) due to the confidential nature of the business to be discussed

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously

S.30 TO RECEIVE A REPORT FROM, HR SUPPORT CONSULTANCY ON STAFFING MATTERS, ACTION AND AUTHORISE EXPENDITURE

The Acting Assistant Clerk talked through the matters completed and those that remain ongoing as shown in the report. There will be some additional policies to draft and approve in relation to recent legislation changes.

S.30.1 RESOLVED: that the report from HR Support Consultancy regarding staffing matters was received

Proposed by Councillor M Champion
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

The Chairman advised that the order of the Agenda would alter to accommodate the late arrival of Councillor J Ball

S.31 TO RECEIVE AN UPDATE ON RECENT INTERNAL AND EXTERNAL RECRUITMENT PROCESSES AND AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.31.1 RESOLVED: To approve the appointment of [REDACTED] as permanent Finance Administrator, [REDACTED] pro rata (30 hours a week).

Proposed by Councillor C Godolphin
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously

S.31.2 RESOLVED: To approve the registration of [REDACTED] as 'Internal Submitter' on Unity Trust Bank Accounts given her new permanent role.

Proposed by Councillor M Champion
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously

S.31.3 RESOLVED: To approve the external recruitment campaign for the recruitment of the Committee Support Officer role, with an associated budget of £500.00 towards recruitment costs (advertising etc) from budget code 'Staffing'. To write to all the existing administrative staff to thank them for their continued support during staff shortages.

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously

- S.31.4 RESOLVED: To approve the appointment of [REDACTED] as permanent Head of Facilities, [REDACTED] (37 hours a week) with a six month probation period. To delegate authority to the Chair and Acting Assistant Town Clerk to negotiate the terms of condensed hours.**

Proposed by Councillor N Miles
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously

Councillor Ball joined the meeting at 7.06pm

- S.31.5 RESOLVED: To receive the update on the recent internal and external recruitment**

Proposed by Councillor M Champion
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously

- S.32 TO RECEIVE A WRITTEN AND VERBAL REPORT FROM THE ACTING ASSISTANT TOWN CLERK ON STAFFING MATTERS, ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

- S.32.1 RESOLVED: That Camborne Town Council close from 5pm on 23rd December and re-open at 8am on 5th January. To suspend contractual terms for the above period, having no impact on annual leave allowance. This arrangement to be for one year only as an act of thanks to staff for perseverance during a difficult year. Christmas and New Year closure for 2026/27 to be reviewed at the appropriate time.**

Proposed by Councillor J Ball
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

- S.32.2 RESOLVED: To acknowledge the concerns. The Acting Assistant Town Clerk, on behalf of the committee, to issue a written apology with a commitment to work collaboratively to look after staff going forwards.**

Councillor J Ball asked that it be recorded that he made a formal apology to all staff for his comments and behaviour in meetings be it actual or perceived and reiterated that Town Councillors are here to represent the people of Camborne.

Proposed by Councillor J Cosgrove
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.32.3 RESOLVED: That this Committee commits to investigate ways in which to work collaboratively across the whole council and present findings at a future meeting.

Proposed by Councillor M Champion
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.32.4 RESOLVED: To recommend to Full Council to expand the Staffing & Governance Committee by one additional member to widen participation and perspective, improve diversity and the function of the committee. Future standing orders to be updated to recommend there be an odd number on the committee

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.32.5 RESOLVED: That the written and verbal report from the Acting Assistant 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.33 TO RECEIVE A PROPOSAL FOR THE AMENITIES TEAM TO WORK COMPRESSED HOURS TO ENABLE PARITY WITH THE ADMINISTRATIVE TEAM.

S.33.1 RESOLVED: To trial the Amenities Team working compressed hours and to review at the November Committee Meeting.

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.34 TO RECEIVE CORRESPONDENCE FROM TOZERS AND UPDATE REGARDING AN URGENT MATTER, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.34.1 RESOLVED: To receive correspondence from Tozers and The Mayor to sign the [REDACTED] agreement to close the matter.

Proposed by Councillor J Ball
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

S.35 TO RECEIVE EMPLOYEE 6 AND 12 MONTH APPRAISAL SUMMARY REPORTS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.35.1 RESOLVED: To receive and acknowledge the 12 month appraisal summary reports and thank the staff members for their continued hard work

Proposed by Councillor C Godolphin
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously

S.36 TO RECEIVE A WRITTEN PROPOSAL REGARDING A LEAVE ROLL OVER REQUEST, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.36.1 RESOLVED: To approve request to pay [REDACTED] remaining annual leave balance 2024/2025.

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously

S.37 TO RECEIVE EMPLOYEE TRAINING REQUESTS, ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.37.1 RESOLVED: To pay the £300 plus VAT fee for the [REDACTED] to undertake the examination to complete the accreditation. [REDACTED] to sign a percentage pay back agreement for the exam fee.

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

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

S.37.2 RESOLVED: To approve the training requests for the ROSPA Play Equipment courses and The Safe Use and Inspection of Ladders Courses from The Amenities Team
i) **Playground inspection Higher Level – Head of Facilities £580 fee +£265 examination +VAT**
ii) **Playground inspection level 1- All Amenities Technicians who are currently not qualified -£315 fee+£130 examination +VAT. Approved the £99 per person for all members of the Amenities Team to attend the ladder training.**

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously

S.38 TO RECEIVE A PROPOSAL FOR AN ACT OF THANKS FOR THE RETIRING COUNTY EXECUTIVE OFFICER FOR CORNWALL ASSOCIATION OF LOCAL COUNCILS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

S.38.1 RESOLVED: To delegate gift choice to Acting Assistant Town Clerk with a £100 budget.

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at 20:27hrs.

The Acting Assistant Town Clerk advised she will be on annual leave on the proposed date of 17th September for the next Staffing & Governance Committee Meeting. It was agreed to re-schedule to 1st October.

SIGNED BY THE CHAIR

DATE