

# 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 25<sup>th</sup> June 2025, 12.30pm.**

## 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, Nicky Ackerley, HR Support Consultancy, Jacqui Merryweather, Executive Support Assistant, Minute Taker**

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### **S.1 SAFETY PROCEDURES**

As Vice Chair of the Staffing Committee for 2024-2025 and in the absence of the Chair for an election year, given the meeting was an extraordinary meeting of the Staffing Committee, Mayor Cllr J Ball chaired the start of the meeting. The Chair explained the safety procedures.

### **S.2 TO RECEIVE NOMINATIONS AND ELECT A CHAIR OF THE STAFFING & GOVERNANCE COMMITTEE FOR THE MUNICIPAL YEAR 2025/2026**

A second proposal was made to nominate Cllr R Weatherburn as the Chair of the Staffing and Governance Committee, which was proposed by Councillor J Cosgrove and seconded by Councillor N Miles. On a vote, three members voted for Cllr R Weatherburn and three members voted against. This led the meeting Chair to manage a casting vote, in which he

voted against the nomination of Cllr R Weatherburn and subsequently for Councillor M Champion as Chair of the Staffing and Governance Committee.

Cllr J Cosgrove suggested to refer the decision of selecting a Chair of the Committee to Full Council, with concern that the previous Chair of the Committee was not present to chair the start of the meeting.

**S2.2 RESOLVED: that Councillor M Champion was elected as Chair of the Staffing & Governance Committee for the municipal year 2025/2026.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter there were three in favour and three against, so the nomination was approved by the meeting Chair's casting vote.

**S.3 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There was full attendance at the meeting.

**S.4 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.5 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests for dispensations.

**S.6 CHAIR'S ANNOUNCEMENTS**

There were no Chair's Announcements.

**S.7 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIR OF THE STAFFING & GOVERNANCE COMMITTEE FOR THE MUNICIPAL YEAR 2025/2026**

A second proposal was made to nominate Cllr R Weatherburn as the Vice Chair of the Staffing and Governance Committee, which was proposed by Councillor J Cosgrove and Seconded by Councillor N Miles. On a vote, two members voted for Cllr

R Weatherburn, one member abstained, and three members voted against. This led to the motion falling. A vote was held on the original proposal to nominate Cllr C Godolphin as Vice Chair. The vote was tied at 3 votes for, 3 votes against. This led the meeting chair to manage a casting vote, in which he voted in favour of Cllr C Godolphin as Vice Chair.

**S.7.1                   RESOLVED: that Cllr C Godolphin was elected as Vice Chair of the Staffing & Governance Committee for the municipal year 2025/2026**

Proposed by Councillor J Ball  
Seconded by Councillor M Champion

On a vote being taken the matter there were three in favour and three against so the matter was approved by the meeting Chair's casting vote.

**S.8                       TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRA-ORDINARY STAFFING COMMITTEE MEETING HELD ON 16<sup>th</sup> APRIL 2025, FOR SIGNING BY THE CHAIR**

**S.8.1                   RESOLVED: that the minutes of the Staffing Committee meeting held on 16<sup>th</sup> April 2025 were received, approved, and signed by the Chair.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

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

**S.9                       TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 16<sup>th</sup> April 2025, FOR SIGNING BY THE CHAIR**

**S.9.1                   RESOLVED: that the redacted minutes of the Extraordinary Staffing Committee meeting held on 16<sup>th</sup> April 2025 were received, approved, and signed by the Chair**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

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

**S.10                   MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

- S.11 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.12 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.12.1 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 J Ball

On a vote being taken the matter was approved unanimously.

- S.13 TO RECEIVE A VERBAL REPORT FROM NICKY ACKERLEY, HR SUPPORT CONSULTANCY ON STAFFING MATTERS, ACTION AND AUTHORISE EXPENDITURE**

Mrs Akerley talked through the matters completed and those that remain ongoing including efforts to review and update policies and to conduct regular staff feedback opportunities.

- S.13.1 RESOLVED: that a verbal report from Nicky Ackerley, HR Support Consultancy regarding staffing matters was received**

Proposed by Councillor C Godolphin

Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

- S.14 TO RECEIVE A WRITTEN REPORT FROM ACTING ASSISTANT TOWN CLERK ON STAFFING MATTERS, ACTION AND AUTHORISE EXPENDITURE**

The Acting Assistant Clerk provided an update on the absence of the Town Clerk and made proposals on recruitment matters which would work to address staffing issues, with focus on securing temporary contracts and filling the depleted senior management and finance teams.

**S.14.1 RESOLVED: that a written report from Acting Assistant Town Clerk regarding staffing matters was received**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**S.14.2 RESOLVED: Offer the current Town Clerk the new role of 'Head of Finance (RFO)' [REDACTED] from Staffing Budget Code 4000 (Salaries) with intention to begin the role from Monday 7<sup>th</sup> July 2025.**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**S.14.3 RESOLVED: [REDACTED]**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**S.14.4 RESOLVED: As per Recruitment and Selection Policy, recommend to Full Council to recruit for the Town Clerk role, based on the draft job description and agreed salary of SCP 49-55 £60,903-£72,145 from Budget Code 4000 (Salaries) to be advertised as an opportunity externally and internally.**

- i. Approve an additional £1000.00 recruitment campaign budget for advertising and promoting the role of Town Clerk and to encourage applications. To come from Budget Code 4100 'Recruitment'.**
- ii. The Chair of the Staffing & Governance Committee Cllr M Champion and the Mayor of Camborne Cllr J Ball to sit on the recruitment/interview panel for this position alongside the Acting Assistant Clerk and one 'external' panel member, Nicky Ackerley HR Support Consultancy.**
- iii. Action Acting Assistant Clerk to arrange for staff from across the organisation to interact with candidates on the interview day and provide feedback to the interview panel.**

Proposed by Councillor M Champion  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The Acting Assistant Town Clerk left the room.

- S.14.3** **RESOLVED: Deputy Clerk – approved based on the draft job description, SCP 45-49 £55,367- £60,903 from Budget Code 4000 (Salaries) which will be a full-time role, and recruitment will follow standard recruitment process and advertised internally initially. The interview panel will be the same as what is proposed for the Town Clerk role, the Mayor Cllr J Ball, the Chair of Staffing & Governance Cllr M Champion, and Nicky Ackerley from HR Support Consultancy.**

Proposed by Councillor M Champion  
Seconded by Councillor J Ball

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

The Acting Assistant Town Clerk was invited to return to the room.

- S.14.4** **RESOLVED: Head of Facilities – approved based on the draft job description, SCP 33-41 £42,708- £50,788, Budget Code 4000 'Salaries'. Recruitment will follow standard recruitment process and advertised internally initially. The interview panel will be the Acting Assistant Clerk and the Chair of Staffing & Governance, Cllr M Champion.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

- S.15** **TO RECEIVE A VERBAL REPORT FROM ACTING ASSISTANT TOWN CLERK REGARDING STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**

- S.15.1** **RESOLVED: Finance Administrator – approved based on the draft job description, SCP 21-25 £32,115 - £35,235 pro-rata (Budget Code 4000 Salaries) 30 hours per week. This will be made a permanent role, recruitment will follow standard recruitment process and advertised internally initially. The interview panel will be the Acting Assistant Clerk and the Chair of Staffing & Governance, Cllr M Champion.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

- S15.2**                    **RESOLVED: Committee Support Officer – approved based on draft job description, SCP 13 – 21 £28,163 - £32,115 (Budget Code 4000 Salaries) this will be made a permanent full-time role. Recruitment will follow standard recruitment process and advertised internally initially. The interview panel will be the Acting Assistant Clerk and the Chair of Staffing & Governance, Cllr M Champion.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

- S15.3**                    **RESOLVED: The Acting Assistant Clerk with Chair of Staffing & Governance Committee to research and employ agency staff to provide cover whilst back fill recruitment to the admin team takes place.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously

- S.16**                    **TO RECEIVE CORRESPONDENCE FROM TOZERS AND UPDATE REGARDING AN URGENT MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillors debated a series of options presented to them by Tozer's regarding the matter. Councillors J Cosgrove, N Miles, and R Weatherburn voted against the resolution and requested their votes be recorded.

- S.16.1**                    **RESOLVED:** [REDACTED]

Proposed by Councillor Ball  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved by the Chair of Staffing & Governance Committee's casting vote.

- S.17**                    **TO RECEIVE EMPLOYEE TRAINING REQUESTS, ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

i) [REDACTED] – Request to partake in FILCA at £120

+VAT

- ii) [REDACTED] - Request to partake in ILCA at £120.00 + VAT

**S17.1**

**RESOLVED: To approve the training requests and associated expenditure.**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at 14.21

SIGNED BY THE CHAIR .....

DATE .....

REDACTED

REDACTED