

# 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 and Governance Committee held at the Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA, on Wednesday 15<sup>th</sup> October 2025, 6.30pm.**

## PRESENT:

**Councillor R Weatherburn (Chair)**  
**Councillor C Godolphin (Vice Chair)**  
**Councillor J Ball**  
**Councillor E Chapman**  
**Councillor N Miles**

## IN ATTENDANCE:

**Rose Haylett-Hitchens, Acting Assistant Town Clerk, Nicky Ackerley, HR Support Consultancy, Izzy Cox, HR Support Consultancy**

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### **S.39 MEETING PROCEDURES**

The chair of the meeting explained the safety procedures to all present.

### **S.40 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **S.40.1 RESOLVED: to receive apologies for non-attendance of Staffing & Governance Committee on the 15<sup>th</sup> October 2025 from Councillor J Cosgrove and Councillor F MacDonald.**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

### **S.41 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.42 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS**

There were no written requests for dispensations.

**S.43 TO RECEIVE NOMINATIONS AND ELECT A CHAIR OF THE STAFFING AND GOVERNANCE COMMITTEE FOR THE REMAINING MUNICIPAL YEAR 2025/2026**

Councillor C Godolphin was nominated by Councillor J Ball, seconded by Councillor C Godolphin, upon a vote this nomination fell.

**S.43.1 RESOLVED: to elect Cllr R Weatherburn as Chair of the Staffing & Governance Committee for the remaining municipal year 2025/2026.**

Proposed by Councillor N Miles  
Seconded by Councillor E Chapman

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

**S.44 CHAIR'S ANNOUNCEMENTS**

Through the Chair, Councillor C Godolphin moved to congratulate the Deputy Town Clerk in their promotion to Deputy Town Clerk.

**S.45 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRA-ORDINARY STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 25<sup>th</sup> JUNE 2025, FOR SIGNING BY THE CHAIR**

**S.45.1 RESOLVED: to receive and approve the minutes of the extraordinary Staffing & Governance Committee meeting held on the 25<sup>th</sup> June 2025.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

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

**S.46 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 25<sup>th</sup> JUNE 2025, FOR SIGNING BY THE CHAIR**

**S.46.1 RESOLVED: to receive and approve the redacted minutes of the extraordinary Staffing & Governance Committee meeting held on the 25<sup>th</sup> June 2025.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

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

**S.47 TO RECEIVE AND APPROVE THE MINUTES OF STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 30<sup>th</sup> JULY 2025, FOR SIGNING BY THE CHAIR**

**S.47.1 RESOLVED: to receive and approve the minutes of the extraordinary Staffing & Governance Committee meeting held on the 30<sup>th</sup> July 2025.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

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

**S.48 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 30<sup>th</sup> JULY 2025, FOR SIGNING BY THE CHAIR**

**S.48.1 RESOLVED: to receive and approve the redacted minutes of the extraordinary Staffing & Governance Committee meeting held on the 30<sup>th</sup> July 2025.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

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

**S.49 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.50 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 4E 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 we no members of the public.

**S.51 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JULY AND AUGUST 2025, AGREE ACTION AND AUTHORISE EXPENDITURE.**

**S.51.1 RESOLVED: To receive the Cornwall Pension Fund Newsletter for JULY AND AUGUST 2025**

Proposed by Councillor C Godolphin

Seconded by Councillor N Miles

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

**S.52 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT SEPTEMBER 2025 AND AGREE ACTION.**

**S.52.1 RESOLVED: To receive the Staffing Income and Expenditure Report September 2025.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.53 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.53.1 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public, were excluded except for Nicky Ackerley and Izzy Cox (HR Support Consultancy) due to the confidential nature of the business to be discussed**

Proposed by Councillor R Weatherburn  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.54 TO RECEIVE CORRESPONDENCE FROM TOZERS AND UPDATE REGARDING AN URGENT MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE.**

This item was discussed later in the meeting to account for the presence of the HR consultant.

**S.54.1 RESOLVED: action Tozers to write to the claimant, offer a final chance to sign a COT-3 agreement. Failing the signing of the COT-3, request compensation for solicitor costs of £5052.48 in total.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor C Godolphin

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

**S.55 TO RECEIVE A REPORT FROM NICKY ACKERLEY, HR SUPPORT CONSULTANCY ON STAFFING MATTERS, ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Mrs Ackerley updated members on the HR Plan progress, 'Have Your Say' staff consultation and a proposal for a winter Staff Away Day.

Councillors suggested a joint Council/Staff social event should be arranged for December.

Additionally, the Town Clerk recruitment process was discussed at length, with view to settle plans for phase two of the recruitment campaign by the end of the meeting.

**S.55.1 RESOLVED: that the report from Nicky Ackerley, HR Support Consultancy regarding staffing matters was received.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.55.2 RESOLVED: £1000.00 From budgets 4060/200, 4060/220, 4060/240 (Staff Training, split in accordance with staff departments) to be committed to supporting facilitation of a Staff Away Day in December 2025.**

Proposed by Councillor C Godolphin  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

**S.55.3 RESOLVED: £500.00 From budgets 4850/140 (Council Expenses) to facilitate a Staff/Council social event in December 2025.**

Proposed by Councillor J Ball  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.56 TO RECEIVE A REPORT FROM THE DEPUTY CLERK ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

The Deputy Town Clerk gave an update on staffing matters, including recent recruitment challenges.

**S.56.1**                    **RESOLVED: To action the Deputy Town Clerk to investigate agency options to accommodate any potential short notice absences.**

Proposed by Councillor C Golphin  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**S.56.2**                    **RESOLVED: To receive the report on staffing matters from the Deputy Town Clerk and action a review of staff roles, responsibilities and remuneration before furthering recruitment of new Amenities Technicians, a report to be brought to a future meeting of this committee.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.57**                      **TO RECEIVE A REPORT FROM THE DEPUTY TOWN CLERK ON PAYROLL MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillors discussed the current processes, the challenges and negative impact these processes cause.

**S.57.1**                    **RESOLVED: to receive the report and authorise the expansion of payroll services with Azets to accommodate pension upload and BACS payments at an estimated additional cost of £400.00 a month from the Staffing EMR for the remaining 2025/2026 financial year.**

Proposed by Councillor C Godolphin  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

**S.57.2**                    **RESOLVED: action the Deputy Town Clerk and RFO to account for the increase in service costs in budget setting processes for future years.**

Proposed by Councillor C Godolphin  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

**S.58**                      **TO NOTE STAFF RESIGNATIONS AND RECEIVE AN UPDATE ON RECENT INTERNAL AND EXTERNAL RECRUITMENT PROCESSES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Challenges with recruitment and retainment of staff in the Amenities Team were considered. The Town Clerk recruitment process was discussed with view to see the remaining two candidates during week commencing 20<sup>th</sup> October.

The Deputy Town Clerk appointment was formally discussed.

- S.58.1**                    **RESOLVED: receive resignations and the update on recent internal and external recruitment processes. To write to former employee who has started an apprenticeship and wish him well on behalf of the Council.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

- S.58.2**                    **RESOLVED: to action the Staffing & Governance Committee to formally offer the role of Deputy Town Clerk, at SCP 45 to Rose Haylett-Hitchens, authorise the recruitment panel to negotiate terms of employment on behalf of the council with view to reach formal offer acceptance.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

- S.59**                      **TO RECEIVE EMPLOYEE 6 AND 12 MONTH APPRAISAL SUMMARY REPORT, AGREE ACTION AND AUTHORISE EXPENDITURE**

- S.59.1**                    **RESOLVED: To receive and acknowledge the 12 month appraisal summary reports and thank the staff members for their continued hard work**

Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

Councillor C Godolphin proposed to defer an incremental pay rise to one employee due to concerns on attendance. This was seconded by Councillor N Miles. This motion fell.

- S.59.2**                    **RESOLVED: To offer incremental pay rises to the following staff based on performance noted in their 12-month appraisal reviews, backdate 1<sup>st</sup> of month post review:**

[REDACTED]



Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved by majority

**S.60**

**TO RECEIVE A REQUEST FROM COUNCILLOR Z FOX FOR IMPROVED ACCESS TO FILES AND INFORMATION FOR COUNCILLORS AND A REPORT FROM THE ACTING ASSISTANT CLERK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

This item was discussed at length by those in attendance. Councillor Godolphin raised that he understood a previous resolution of the Council was to issue non-members only the agenda and publicly accessible paperwork.

The Deputy Town Clerk raised the responsibilities of the Proper Officer in relation to Standing Orders, managing confidentiality, legal and legislative requirements in relation to GDPR and commercial confidence.

Members raised the challenge with basic access to meeting paperwork at this time and issues with SharePoint. A resolve for these issues is due to be brought to a meeting of Full Council in the near future.

**S.60.1**

**RESOLVED: Councillors to receive the agenda, and on request, documents for the public session of the meetings of Committees of which they are not a member.**

Proposed by Councillor C Godolphin  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

**S.60.2**

**TO RECEIVE A PROPOSAL FROM THE SENIOR MANAGEMENT TEAM REGARDING THE USE OF NEW TASK MANAGEMENT SOFTWARE, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.60.3**                    **RESOLVED: to approve the use of 'Task Manager' on a 12 month pilot trial (terms to be negotiated by relevant Officers) the service to include modules 'Maintenance' and 'Compliance'. To be taken from budget code 4080/200 (Health, Safety and Support)**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

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

**S.61**                    **TO RECEIVE A WRITTEN REPORT FROM THE HR OFFICER ON OPTIONS FOR ONLINE STAFF TRAINING RESOURCES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillor Ball highlighted his positive experience with one of the platforms.

**S.61.1**                    **RESOLVED: receive the report from the HR Officer and to proceed with Option 1, the Cornwall Council Learning Hub, at £39.00 per staff member, to be taken from budget lines 200/4060, 220/4060, 240/4060, according to number of licences required for each department.**

Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

**S.61.2**                    **TO RECEIVE EMPLOYEE TRAINING OUTCOMES, AND TRAINING REQUESTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

Head of Finance (RFO), successfully completed FILCA.  
Finance Administrator, successfully completed FILCA.  
Executive Assistant, successfully completed ILCA.

Members received requests for training from staff.

Additionally, members considered a proposal from the HR Officer for First Aid Training for 19 staff members.

**S.61.2**                    **RESOLVED: to receive employee training outcomes and congratulate staff on their training successes and to approve the training requests:  
Head of Finance (RFO), Financial Auditing Module, £120 + VAT (200/4060)  
Committee Support Officer, ILCA, £120 + VAT (200/4060)  
Deputy Town Clerk, CILCA, £1000+ VAT (200/4060)**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously

**S.61.3**

**RESOLVED: to receive the report from the HR Officer and approve Option 1 'Carn Brea Leisure Centre' as the First Aid provider for staff training, maximum budget £3515.00 to train up to 19 staff in First Aid (3 day courses) to be taken from budget lines 200/4060, 220/4060, 240/4060 according to the number of training requests for each department.**

Proposed by Councillor C Godolphin  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

The Chair raised the need to extend the meeting.

**S.61.3**

**RESOLVED: To extend the length of the Staffing & Governance Committee Meeting by 20 minutes.**

Proposed by Councillor C Godolphin  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.62**

**TO RECEIVE AN EMPLOYEE REQUEST FOR FLEXIBLE WORKING (COMPRESSED HOURS), AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

An employee made a compressed hours request. The committee declined this proposal citing business need, but approved an alternative working arrangement as suggested by the employee.

**S.62.1**

**RESOLVED: To approve change of working hours for Executive Assistant to offer Thursday as her non-working day, to commence at the earliest opportunity.**

Proposed by Councillor J Ball  
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

**S.63**

**TO RECEIVE A DRAFT NEONATAL CARE LEAVE POLICY, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Miss Cox talked through legislative changes and the need for the Council to adopt this new policy. She talked through the draft and the implications.

**S.63.1**

**RESOLVED: To approve and adopt the draft of the Neonatal Care Leave Policy and insert into the Staff Handbook at the earliest opportunity.**

Proposed by Councillor J Ball

Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

**S.64 TO REVIEW THE COUNCIL'S POLICY ON EYE TESTS AND CORRECTIVE APPLIANCES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillor E Chapman proposed to keep the £100.00 contribution towards corrective appliances the same, with an amendment to the policy to include where staff eye health was being impacted directly by the use of display screen equipment, case by case extensions to funding could be offered. This was seconded by Councillor C Godolphin. On a vote, this motion fell.

**S.64.1 RESOLVED: To increase the contribution towards corrective appliances to £200.00 once every two years, approve policy on Eye Tests and Corrective Appliances with amendment and insert into the Staff Handbook at the earliest opportunity.**

Proposed by Councillor J Ball  
Seconded by Councillor N Miles

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

The Chair raised the need to extend the meeting.

**S.64.2 RESOLVED: To extend the length of the Staffing & Governance Committee Meeting by a further 15 minutes.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**S.65 TO RECEIVE A PROPOSAL FOR MANAGING ON-CALL AND OVERTIME WORK DURING THE CHRISTMAS BREAK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The matter of overtime during the Christmas break was discussed in detail. Concerns were shared about the Clerk or Acting Proper Officer being on call the majority of the time, and it was requested a rota of Senior Staff and contact details are shared with Council to cover the Christmas Break. Additionally, the approximate six hours of bin collections required during the two-week break were acknowledged.

The matter of general 'on call' work would need further consideration, and a full report and proposal will be brought to this committee by the Deputy Clerk in the near future.

**S.65.1 RESOLVED: To approve 'double-time' to be taken as TOIL where possible for any staff members called in to work**

**during the Christmas break.**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**S.66 TO DISCUSS ANTICIPATED FUTURE REQUIREMENTS FOR HR CONSULTANCY SUPPORT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

The Deputy Town Clerk highlighted the need to start considering HR Support provision going forward, the need for a tender process if a consultant would be required in future, additionally a need to reflect on strengths and weaknesses of possible options available to the Council.

**S.66.1 RESOLVED: To receive the update and action the Deputy Town Clerk to bring a full proposal back to the Staffing & Governance Committee before Spring 2026.**

Proposed by Councillor R Weatherburn  
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

Before the close of the meeting Councillor J Ball raised concerns he was facing in attending Wednesday evening meetings and made the polite request the committee may consider moving meetings to the Monday on the week the meetings are currently scheduled.

Those in attendance were in agreement that this proposal would be suitable but wanted the Deputy Town Clerk to consult the absent members and to circulate a proposed schedule change before a final decision was to be made.

There being no further business the Chair closed the meeting at 13:04pm.

SIGNED BY THE CHAIR .....

DATE .....