

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 Monday 19th January 2026, 6.30pm.

PRESENT:

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

IN ATTENDANCE:

Jon James, Town Clerk, Rose Haylett-Hitchens, Deputy Town Clerk, Nicky Ackerley, HR Support Consultancy, Shani Coxwell, HR Officer

S.93 MEETING PROCEDURES

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

S.94 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

Apologies received from Cllr N Miles. There were no apologies received from Cllr J Cosgrove, Cllr F MacDonald.

S.94.1 RESOLVED: to receive apologies for non-attendance of Staffing & Governance Committee on the 19th January 2026 from Cllr N Miles

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.95 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

A pecuniary interest in Item 11 was declared by Cllr J Ball and therefore, he would abstain from voting on this item.

S.96 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS

There were no written requests for dispensations.

S.97 CHAIR'S ANNOUNCEMENTS

There were no chair's announcements.

S.98 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 17th NOVEMBER 2025, FOR SIGNING BY THE CHAIR

S.98.1 RESOLVED: to receive and approve the minutes of the Staffing & Governance Committee meeting held on 17th November 2025

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.99 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 17th NOVEMBER 2025, FOR SIGNING BY THE CHAIR

S.99.1 RESOLVED: to receive and approve the redacted minutes of the Staffing & Governance Committee meeting held on 17th November 2025

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.100 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

S.101 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.102 TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR NOVEMBER AND DECEMBER 2025, AGREE ACTION AND AUTHORISE EXPENDITURE.

S.102.1 RESOLVED: to receive the Cornwall Pension Fund newsletters for November and December 2025.

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

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

S.103 TO RECEIVE CORRESPONDENCE FROM CORNWALL PENSION FUND REGARDING THE FUNDING STRATEGY STATEMENT AND PROVISIONAL VALUATION AND ASSOCIATED CONSULTATION, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

S.103.1 RESOLVED: to receive the Pension Fund Strategy from Cornwall Local Government Pension Scheme.

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.103.2 RESOLVED: to accept the Provisional Pension Contribution Valuation was received and the provisional contribution rate of 16.7% contribution to be applied from 1st April 2026.

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.103.3 RESOLVED: a response to the consultation on the Pension Fund Strategy and Provisional Pension Contribution Valuation Survey was composed and the provisional valuation and contribution rate before 31st January 2026 was acknowledged.

The Committee worked through a survey answering the questions

collectively. This would guide the Deputy Town Clerk to respond formally before the deadline.

- I. Agree – Cllr E Chapman, Cllr C Godolphin – majority
- II. Agree – Cllr C Godolphin, Cllr E Chapman – majority
- III. Agree – Cllr C Godolphin, Cllr E Chapman – majority
- IV. Agree – Cllr E Chapman, Cllr C Godolphin – majority
- V. Yes – Cllr C Godolphin, Cllr E Chapman – majority
- VI. Yes – Cllr E Chapman, Cllr R Weatherburn – majority
- VII. Any further questions– No

S.103.4 RESOLVED: to decline the opportunity to purchase additional supportive materials at cost, for this process as described, for the Pension Funding Strategy.

Proposed by Councillor E Chapman
Seconded by Councillor C Godolphin

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

S.104 TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT DECEMBER 2025 AND AGREE ACTION.

Cllr J Ball asked for some clarification on some of the figures in the report.

S.104.1 RESOLVED: to receive the Staffing Income and Expenditure Report December 2025.

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.105 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.105.1 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.106 TO RECEIVE CORRESPONDENCE FROM TOZERS AND UPDATE REGARDING AN URGENT MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE.

Cllrs discussed the delay in correspondence being sent to the Council from the solicitors. The email with the judgement was received on the 2nd December 2025.

S.106.1 RESOLVED: to receive correspondence from Tozers and to enquire with Tozers regarding the delay in the correspondence being received.

Proposed by Councillor R Weatherburn
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.107 TO RECEIVE A REQUEST FOR FLEXIBLE WORKING ARRANGEMENTS FROM AN EMPLOYEE, AGREE ACTION AND AUTHORISE EXPENDITURE.

The Town Clerk requested time to reflect on staffing and resources and explained that this area of staffing is particularly short staffed at this time.

S.107.1 RESOLVED: to allow six months for the Town Clerk undertake a staffing review.

Proposed by Councillor E Chapman
Seconded by Councillor R Weatherburn

On a vote being taken the Chair exercised their casting vote. The motion was carried.

S.107.2 RESOLVED: to defer the decision indefinitely on this flexible working request while the Town Clerk undertakes a staffing review.

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Upon further discussion and further information, the Staffing & Governance Committee took the decision to review the decision to defer this item.

S.107.3 RESOLVED: to refuse this flexible working request, citing

business reasons, including a Town Clerk staffing review.

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.108 TO RECEIVE A REPORT FROM NICKY ACKERLEY, HR SUPPORT CONSULTANCY, ON STAFFING MATTERS AND AN UPDATE ON THE HR PLAN, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

The HR Consultant provided a verbal report on the Town Clerk induction, SAR, Grievance and updates to the Employment Rights Act.

S.108.1 RESOLVED: to receive the report from Nicky Ackerley, HR Support Consultancy regarding staffing matters.

Proposed by Councillor C Godolphin
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

S.109 TO RECEIVE A REPORT FROM DEPUTY TOWN CLERK ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

During this report the Town Clerk provided a brief update to members on the work he has undertaken during his first two weeks in post.

The Town Clerk left the room at 19:28.

S.109.1 RESOLVED: action the Staffing & Governance Committee via the Chair, Cllr R Weatherburn, to provide a report in the appropriate meeting and closed session of Full Council in order to seek approval to successfully conclude the Town Clerk's probationary period or seek extension if required.

Proposed by Councillor R Weatherburn
Seconded by Councillor E Chapman

On a vote being taken the matter was approved by a majority. Cllr J Ball requested that their vote against this motion to be recorded.

The Town Clerk was invited to return to the room at 19:39.

Nicky Ackerley, HR Support Consultancy left the room at 19:41 and

the HR Officer left the room at 19:43.

The Committee discussed the HR Tender, the Consultants role and HR Officer role remit.

Nicky Ackerley and the HR Officer were invited back into the room at 19:56.

S.110 TO RECEIVE A WRITTEN REPORT FROM THE DEPUTY TOWN CLERK ON PAYROLL MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

[REDACTED]

Cllr J Ball explained he will not be voting on part of this item as it involves the Pension Scheme.

S.110.1 RESOLVED: [REDACTED], and that no further action be undertaken until such advice has been received.

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

S.110.2 RESOLVED: authorise the expansion of payroll services and transition to 'option two' Cornwall Council as the new provider of payroll services. Approve associated expenditure of £7.50 per pay slip a month plus a fee of £1200.00 a year for BACS facility and from the 4110/200 Salaries & Pensions Admin where applicable or 330 Human Resources EMR where fees.

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

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

S.110.3 RESOLVED: action the Deputy Town Clerk and RFO to account for this increase in service costs in budget setting processes for future years.

Proposed by Councillor E Chapman

Seconded by Councillor C Godolphin

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

S.110.4

RESOLVED: [REDACTED]
[REDACTED]
[REDACTED] **and the current payroll provider at the earliest convenience.**

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

S.110.5

RESOLVED: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

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

S.110.6

RESOLVED: Ask the Clerk, Deputy Clerk and HR Officer to provide the Staffing & Governance Committee with an update on this matter at the next meeting.

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

S.110.7

RESOLVED: To move this matter for decision to email delegation if required due to time constraints between meetings.

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

S.110.8

RESOLVED: To receive the report from the Deputy Town Clerk on payroll matters.

Proposed by Councillor J Ball
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.111 TO RECEIVE A WRITTEN UPDATE FROM THE DEPUTY TOWN CLERK ON THE JOB EVALUATION PROCESS, AGREE A DATE FOR AN EXTRAORDINARY MEETING OF THE STAFFING AND GOVERNANCE COMMITTEE TO DISCUSS FINDINGS AND RECOMMENDATIONS, AGREE FURTHER ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.

S.111.1 RESOLVED: that the date for the extraordinary meeting of the Staffing & Governance Committee, in which to receive a report and presentation on findings and recommendations from Southwest Councils, will be Thursday 5th March 2026, 6.30pm.

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

S.112 TO RECEIVE A WRITTEN REPORT FROM THE HR OFFICER ON EMPLOYER TRAINING, TRAINING OUTCOMES AND TRAINING REQUESTS, AGREE ACTION AND AUTHORISE EXPENDITURE.

Head of Finance (RFO) successfully completed Principles of Auditing.
Deputy Town Clerk successfully completed IOSH Managing Safely.
Head of Community & Culture successfully completed ILCA.

Members received requests for training from staff.

The Chair decided to take all the resolutions en bloc.

S.112.1 RESOLVED: to receive the written report from the HR Officer regarding employer training, training outcomes and training requests. To approve the training requests: Head of Finance (RFO), VAT Training, £35 (4060/200) HR Officer, ILCA, £120 + VAT (4060/200). To approve the proposal for the Town Clerk and Deputy Town Clerk to obtain membership for the Society of Local Council Clerks (SLCC), maximum associated expenditure of £600 per year for each membership for length of employment (4060/200). To retain and approve the annual expenditure associated to the Society of Local Council Clerks (SLCC), membership for the Head of Finance (RFO) at a maximum associated expenditure of £600 per year for length of employment (4060/200).

Proposed by Councillor R Weatherburn
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at
8.25pm.

SIGNED BY THE CHAIR

DATE