Meeting Minutes

KAMM BRONN
CAMBORNE TOWN COUNCIL

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 16th March 2026, 6.30pm.

PRESENT:

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

IN ATTENDANCE:

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

---

S.113 MEETING PROCEDURES

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

S.114 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

Apologies received from Councillor N Miles.

S.114.1 RESOLVED: to receive apologies for non-attendance of Staffing & Governance Committee on the 16th March 2026 from Councillor N Miles.

Proposed by Councillor J Cosgrove
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

RW

S.115 **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 10 was declared by Cllr J Ball.

S.116 **TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS**

There were no written requests for dispensations.

S.117 **CHAIR'S ANNOUNCEMENTS**

There were no chair's announcements.

S.118 **TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 19th JANUARY 2026, FOR SIGNING BY THE CHAIR**

S.118.1 **RESOLVED: to receive and approve the minutes of the Staffing & Governance Committee meeting held on 19th January 2026**

Proposed by Councillor R Weatherburn
Seconded by Councillor C Godolphin

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

S.119 **TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE STAFFING & GOVERNANCE COMMITTEE MEETING HELD ON 19th JANUARY 2026, FOR SIGNING BY THE CHAIR**

S.119.1 **RESOLVED: to receive and approve the redacted minutes of the Staffing & Governance Committee meeting held on 19th January 2026.**

Proposed by Councillor R Weatherburn
Seconded by Councillor E Chapman

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

S.120 **MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

RW

S.121 **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.122 **TO RECEIVE A CORNWALL PENSION FUND NEWSLETTER FOR JANUARY AND FEBRUARY 2026, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.122.1 **RESOLVED: to receive the Cornwall Pension Fund newsletters for January and February 2026.**

Proposed by Councillor E Chapman
Seconded by Councillor J Cosgrove

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

S.123 **TO RECEIVE A STAFFING INCOME AND EXPENDITURE REPORT FEBRUARY 2026 AND AGREE ACTION**

The Deputy Town Clerk clarified that the Staffing Income and Expenditure Report for February 2026 requires amendments to reallocate the training costs currently coded to a single cost centre, so that they are apportioned across the relevant departmental budgets.

S.123.1 **RESOLVED: to receive the Staffing Income and Expenditure Report February 2026.**

Proposed by Councillor C Godolphin
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

S.124 **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.124.1 **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 Cosgrove

RW

On a vote being taken the matter was approved unanimously.

S.125 **TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk provided updates on current staffing, the successful Amenities recruitment, the job evaluation process, and confirmed that both the Town Clerk and Deputy Town Clerk are undertaking CiLCA training. Councillors stressed the importance of this training being completed within working hours.

S.125.1 **RESOLVED: to receive the report from the Town Clerk regarding staffing matters.**

Proposed by Councillor R Weatherburn
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

S.126 **TO RECEIVE A WRITTEN REPORT FROM THE DEPUTY TOWN CLERK FOR A SUMMER STAFF TRAINING DAY, AGREE ACTION AND AUTHORISE EXPENDITURE**

Members received an update on plans for a staff training day in June to address training needs, support team development and build confidence in fire safety.

This matter was resolved en-bloc.

S.126.1 **RESOLVED: to receive the report from the Deputy Town Clerk regarding a Summer Staff Training Day. To approve the proposal to host a full staff team away day during June or July 2026. To approve a maximum budget of £110.00 per head (to include: training, catering, venue hire) for the delivery of the CTC staff summer away day, to be taken from budget codes 'Staffing Costs – Staff Training' 4060/240 (Engagement), 4060/220 (Amenities), 4060/200 (Admin) as proportionate.**

Proposed by Councillor J Cosgrove
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

RW

S.127 **TO RECEIVE A VERBAL REPORT FROM NICKY ACKERLEY, HR SUPPORT CONSULTANCY ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Members received an update on ongoing staffing matters and upcoming Employment Rights Act Legislative changes.

S.127.1 **RESOLVED: to receive the report from Nicky Ackerley, HR Support Consultancy regarding staffing matters.**

Proposed by Councillor C Godolphin
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

S.128 **TO RECEIVE AND CONSIDER REQUESTS FOR STAFF ANNUAL LEAVE CARRY-OVER FROM 2025/2026- 2026/2027, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Members received clarification on the standard full-time working hours and were informed that the Town Clerk was the only employee exceeding the annual leave carry-over limit.

S.128.1 **RESOLVED: approve the carry-forward of annual leave into financial year 2026/2027 as identified in Appendix A1. In addition, members agreed to offer Town Clerk either annual leave or payment in lieu for the carry over amount exceeding 37 hours, with authority delegated to the Chair and Vice Chair to approve the final amount once confirmed.**

Proposed by Councillor R Weatherburn
Seconded by Councillor J Cosgrove

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

S.129 **TO RECEIVE AN UPDATE FROM THE DEPUTY TOWN CLERK ON GOVERNANCE MATTERS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

S.129.1 **RESOLVED: to receive the report from the Deputy Town Clerk. To agree the plan for Corporate Governance Review 2026.**

Proposed by Councillor F MacDonald
Seconded by Councillor E Chapman

RW

On a vote being taken the matter was approved unanimously.

S.130 **TO RECEIVE A REPORT ON STAFF APPRAISALS FROM THE HR OFFICER, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

This matter was resolved en-bloc.

S.130.1 **RESOLVED: to receive and acknowledge the update provided by Officers on the 12-month appraisal of the [redacted]. To receive and acknowledge the verbal update provided by Deputy Town Clerk on the 12-month appraisal of the [redacted] and approve the spinal increment of 1 spine point on salary. To approve the changes to the life cycle of the Councils appraisal process, so that it falls in line with the council business cycle, from April to March. To agree to Officers reviewing appraisals paperwork to enable the council to move to an electronic appraisal process and bring a report back to the Staffing and Governance Committee once the review has been concluded.**

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

S.131 **TO RECEIVE WRITTEN REPORT FROM HR OFFICER ON EMPLOYEE TRAINING, TRAINING OUTCOMES AND TRAINING REQUESTS, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Theis matter was resolved en-bloc.

S.131.1 **RESOLVED: to approve the training request for 8 members of staff to partake in Fire Warden Training at £91 per delegate from budget code: 4060/200. To approve the additional expenditure of £100 for two employees to undertake First Aid training from budget code: 4060/200. To approve the training request for Development Officer to partake in PRINCE2 training at £1,695 + VAT from budget code 4060/200 on condition of 'Training Payback Agreement' as policy dictates. To approve the training request for Finance Administrator to partake in PILCA training at £140 + VAT from budget code 4060/200.**

RW

Proposed by Councillor J Cosgrove.
Seconded by Councillor E Chapman.

On a vote being taken the matter was approved unanimously.

S.132 **TO RECEIVE A REQUEST FOR THE CLERK AND DEPUTY TOWN CLERK TO ATTEND THE SLCC REGIONAL SEMINAR, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

S.132.1 **RESOLVED: to approve the SLCC training request for the Town Clerk and Deputy Town Clerk and the associated transport cost for the seminar, maximum £390.00 from budget code 4060/200.**

Proposed by Councillor F MacDonald
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

S.133 **TO EXCLUDE NICKY ACKERLEY, HR SUPPORT CONSULTANCY FROM THE ROOM DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS UNDER DISCUSSION.**

S.133.1 **RESOLVED: to exclude Nicky Ackerley, HR Support Consultancy, from the room due to the confidential nature of the business under discussion.**

Proposed by Councillor R Weatherburn
Seconded by Councillor F MacDonald

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

Nicky Ackerley, HR Support Consultancy, left the meeting at 19.39.

S.134 **TO RECEIVE A WRITTEN REPORT ON THE PROPOSED NEW HR CONSULTANCY SUPPORT TENDER FROM THE DEPUTY TOWN CLERK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

Councillor C Godolphin left the room at 19.43 and returned at 19.45.

Councillors requested the application to include disbarment checks, safeguarding requirements, and references, or as advised by procurement specialist.

This matter was resolved en-bloc.

RW

S.134.1 **RESOLVED: to receive the report on HR Consultancy Service Tendering from the Deputy Town Clerk. To delegate the final approval of tender documents Appendix A1-A7 to the Town Clerk and authorise the Deputy Town Clerk to proceed with advertisement of a Tender for HR Services for Camborne Town Council, for an initial period of 2 years. Budget authorised of £36,000 [total two years] from 4180/200 HR Services & Recruitment. To delegate to the Town Clerk, in conjunction with the Chair of Staffing & Governance and the Vice Chair of Staffing & Governance, provided the tender was conducted in line with the process set out within the Invitation to Tender and that the preferred supplier total does not exceed the estimated by more than 10%.**

Proposed by Councillor J Cosgrove
Seconded by Councillor F MacDonald

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

There being no further business the Chair closed the meeting at 19.57pm.

SIGNED BY THE CHAIR .....

DATE 11/5/2026