

MINUTES of the meeting of the Staffing Committee of Camborne Town Council held on 16<sup>th</sup> October 2018 in the Town Clerk's Office, The Passmore Edwards Building, The Cross, Cross Street, Camborne at 10.30am

PRESENT Councillor D Wilkins (Chairman)  
Councillor Mrs V Dalley (Vice Chairman)  
Councillor M Champion  
Councillor J P Collins  
Councillor Z Fox  
Councillor M Pearce  
Councillor Winter

In Attendance: Amanda Mugford, Town Clerk.

The Chairman explained the safety procedures to all present.

**S.305 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

**S.306 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

All members of the Committee were present.

**S.307 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**

There were no declarations of interest.

**S.308 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.309 CHAIRMAN'S ANNOUNCEMENTS**

There were no announcements.

**S.310 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 26<sup>TH</sup> JULY 2018 AND THE CHAIRMAN TO SIGN THEM**

**S.310.2 RESOLVED: that the minutes of the meeting of the Staffing Committee held on 26<sup>th</sup> July 2018 were received and approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.



Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

- S.314.4 RESOLVED: to receive the South West Councils' Associate Member Newsletter for September 2018**

Proposed by Councillor Collins  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

- S.315 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.315.2 RESOLVED to exclude the Press and Public under the 1960 Public Bodies (Admission to Meetings) Act due to the confidential nature of the business to be discussed**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

- S.316 TO RECEIVE A LETTER OF RESIGNATION**

Councillors expressed regret at receiving the letter of resignation and were concerned about the ramifications for Council operations and remaining Council staff. .

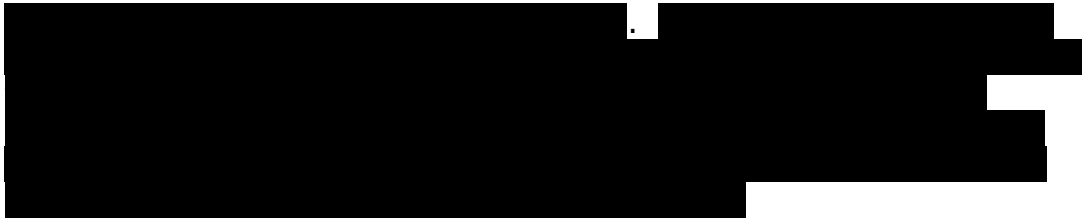
- S.316.2 RESOLVED to receive the letter of resignation and send [REDACTED] The Council's Best Wishes for the future**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the motion was approved unanimously.

- S.317 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING THE REVIEW OF THE ORGANISATION'S STRUCTURE AND ASSOCIATED MATTERS AND APPROVE ANY APPROPRIATE ACTION**

The Town Clerk reported that Skylite Associates were progressing with the work on the Review of the Organisation's Structure and would be contacting all Councillors shortly [REDACTED]



**S.317.2 RESOLVED** to receive the verbal report regarding the Review of the Organisation's Structure.

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the motion was approved unanimously

**S.318 TO CONSIDER OPERATIONAL REQUIREMENTS FROM OCTOBER 2018 TO IMPLEMENTATION OF THE RESULTS OF THE REVIEW OF THE ORGANISATIONS STRUCTURE, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE.**

The Town Clerk reported that Skylite Associates had recommended a temporary appointment should be made to cover the imminent vacancy. This could be sourced via an Agency. Councillors discussed the need for temporary cover in view of ongoing projects and operational requirements. Confidence was expressed in the abilities of all members of staff, but it was recognised that they would not be in a position to absorb the additional workload.

**S.318.2 RESOLVED** to approve the appointment of a temporary member of staff through an agency, with advice from Skylite Associates, and the associated expenditure was authorised accordingly

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

**S.318.3 RESOLVED**



Proposed by Councillor Ms Fox  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

There was a discussion about the Council's Duty of Care to its employees and the need to take measures to avoid undue additional pressure of work.



**S.321 TO APPROVE OPENING HOURS FOR CHRISTMAS 2018**

Councillors considered past Council policy and practice with regard to Christmas opening hours. The Senior Library Assistant had been consulted about use of the library on Christmas Eve and New Year's Eve and had advised that there were hardly any library customers in past years on those dates.

**S.321.2 RESOLVED** **to approve that Council Office and Amenities Team operations close from 24<sup>th</sup> December 2018 to 1<sup>st</sup> January 2019 inclusive; that the Library closes from 24<sup>th</sup> December to 28<sup>th</sup> December 2018 inclusive and on 31<sup>st</sup> December 2018; and that all Members of Camborne Town Council staff be granted 3.5 hours leave as a gift to be taken during this period.**

Proposed by Councillor Ms Fox  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11.40am.

SIGNED BY THE CHAIRMAN.....

DATE .....