

MINUTES of the meeting of the Staffing Committee of Camborne Town Council held on 24th May 2018 in the Clerk's Office, The Basset Centre, Basset Road, Camborne on 2018 at 10.30am

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

In Attendance: Amanda Mugford, Town Clerk; Janet Ritchie, Committee Support Officer.

The Chairman explained the safety procedures to all present.

S.250 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2018/2019

S.250.2 RESOLVED: that Councillor Wilkins was elected Chairman of the Staffing Committee for the municipal year 2018/2019

Proposed by Councillor Winter
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.251 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

S.251.2 RESOLVED: that apologies from Councillor Ms Fox for non-attendance at the meeting of the Staffing Committee held on 24th May 2018 were received

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.252 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.253 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

S.254 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

S.255 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE STAFFING COMMITTEE FOR THE MUNICIPAL YEAR 2018/2019

S.255.2 RESOLVED: that Councillor Mrs V Dalley was elected Vice-Chairman of the Staffing Committee for the municipal year 2018/2019

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.256 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 22nd MARCH 2018 AND THE CHAIRMAN TO SIGN THEM

S.256.2 RESOLVED that the minutes of the Staffing Committee meeting held on 22nd March 2018 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the motion was approved unanimously of those entitled to vote.

S.257 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

S.241.2 This council's legal advisors had reviewed templates to comply with GDPR regulations and the amended documents were approved by this Committee:

- Privacy notice (to be posted on Town Council website on 24th May);
- Privacy notice for employees & contractors;
- Privacy notice for candidates;
- Privacy standard for employees (replaced the Data Policy);
- Update of employees' emergency contact details;
- Policy and process documents were updated by the Town Clerk as required.

S.241.3 Camborne Regeneration Forum (CRF) constitution and the engagement of services of Town Council officers. It was agreed to put this on the agenda for consideration at the next Full Council.

S.258 TO RECEIVE THE NET POSITION BY CODE OF THE STAFFING REVENUE BUDGET 2018/2019, NOTE COMMITTED EXPENDITURE TO DATE AND AGREE ANY APPROPRIATE ACTION

S.258.2 RESOLVED that the net position by code of the Staffing Revenue Budget 2018/2019 was received and committed expenditure to date noted

Proposed by Councillor Winter
Seconded by Councillor Collins

On a vote being taken the motion was approved unanimously.

S.259 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.259.2 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 Winter

On a vote being taken the motion was approved unanimously.

S.260 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING THE MOVE TO THE PASSMORE EDWARDS BUILDING AND TRANSFER OF THE LIBRARY SERVICE, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Town Clerk reported that work on the Passmore Edwards building was on schedule for partial completion and handover on 31st May.

She had met Councillor Barclay on site to discuss planting of the courtyard and importance was placed on the height and maturity of the plants chosen.

Work on the telephone systems was not complete but the Finance Officer was pursuing the outstanding matters. The Town Clerk praised the Finance Officer for her work in organising the new IT and telephony systems at the Passmore Edwards building.

S.260.2 RESOLVED to purchase window coverings for the offices and Council Chamber at the Passmore Edwards building using funds from the New Offices Earmarked Reserve

Proposed by Councillor Wilkins
Seconded by Councillor Mrs V Dalley

On a vote being taken the motion was approved unanimously.

S.260.3 RESOLVED that the type of window coverings purchased for the offices and Council Chamber at the Passmore Edwards building were to be thermal quality but not blackout

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.260.4 RESOLVED that "Kynance" was the preferred pattern for the resin bonded surface in the courtyard at the Passmore Edwards building

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.260.5 RESOLVED that the planting scheme recommended by Councillor Barclay for the courtyard at the Passmore Edwards building was approved

Proposed by Councillor Ms Pearce
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

S.260.6 RESOLVED that the Town Clerk's verbal report regarding the move to the Passmore Edwards building was received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

S.261 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING STAFFING IMPLICATIONS RELATED TO DEVOLUTION AND AGREE ANY ACTION

[REDACTED] The requirement for bespoke library shelving had caused delay and this council would apply to Cornwall Council transition fund to meet the cost of the shelving.

The programme of improvement by this council to its green spaces required a higher level of staffing and the Amenities Committee had

recommended that a further member of staff was appointed to the Amenities team.

- S.261.2 RESOLVED that a verbal report from the Town Clerk regarding staffing implications related to devolution was received and that the recruitment and appointment of another member of staff to the Amenities team was approved**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.262 TO RE-ADMIT MEMBERS OF THE PRESS AND PUBLIC

- S.262.2 RESOLVED to re-admit members of the press and public**

Proposed by Councillor Champion
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

S.263 TO CONSIDER BRANDED WORKWEAR AND LANYARDS FOR ALL MEMBERS OF STAFF, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

Designs by Lou Jones for staff work wear were presented for consideration. Councillors considered needs and preferences of all employees, suitability of design and associated cost.

- S.263.2 RESOLVED that branded workwear for office and library staff was not a necessity and that branded ties were purchased as optional for staff and that lanyards were purchased for staff and visitors, using funds from the Uniforms & Corporate I/D budget**

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Councillor Collins left the meeting at 12.05pm

- S.263.3 RESOLVED that lighter weight summer workwear was purchased for the Amenities team, using funds from**

**the Uniforms & Corporate I/D
budget**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.264 TO CONSIDER PURCHASING NEW CAMBORNE TOWN COUNCIL
MUGS, APPROVE ACTION AND AUTHORISE EXPENDITURE**

**S.264.2 RESOLVED that four dozen porcelain mugs in
the Town Council's new branding
were purchased using funds from
the Uniforms & Corporate I/D
budget**

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

Councillor Collins re-entered the meeting at 12.09pm

**S.265 TO RECEIVE THE NJC 2018 AND 2019 PAY SCALES AND
ALLOWANCES AND ASSOCIATED CORRESPONDENCE**

**S.265.2 RESOLVED that the NJC 2018 and 2019 pay
scales and allowances and
associated correspondence were
received**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**S.266 TO RECEIVE CORRESPONDENCE FROM CORNWALL PENSION FUND
EMPLOYER NEWSLETTER FOR APRIL 2018 AND AGREE ACTION**

**S.266.2 RESOLVED that correspondence from Cornwall
Pension Fund Employer Newsletter
for April 2018 was received; it was
recommended to Full Council not
to apply abatement**

Proposed by Councillor Collins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**S.267 TO RECEIVE THE CORNWALL PENSION FUND RATES AND
ADJUSTMENTS CERTIFICATE 2018**

S.267.2 RESOLVED that the Cornwall Pension Fund rates and adjustments certificate 2018 was received

Proposed by Councillor Collins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

S.268 TO RECEIVE THE NATIONAL ASSOCIATION OF LOCAL COUNCILS' CHIEF EXECUTIVES BULLETIN 18-4 MAY 2018, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY

S.268.2 RESOLVED that the National Association of Local Councils' Chief Executives Bulletin 18-4 May 2018 was received and that this Council was to consider entering the Star Council Awards in 2019

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

S.268.3 RESOLVED that the Town Clerk was appointed as this Council's representative at the NALC Annual Conference in October 2018 and associated expenditure approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

S.269 TO RECEIVE THE SOUTH WEST COUNCILS' NEWSLETTERS FOR MARCH AND MAY 2018 AND AGREE ANY ACTION

S.269.2 RESOLVED that the South West Councils' Newsletters for March and May 2018 were received and that Councillors Wilkins, Mrs V Dalley, Ms Pearce and Winter were approved to attend training courses offered by SW Councils, pending availability, with finance approved from the member training budget

Proposed by Councillor Collins
Seconded by Councillor Wilkins

On a vote being taken the motion was approved unanimously.

S.269.3

RESOLVED

that South West Councils' match funding scheme for development of play areas was noted for future consideration provided this Council met the specified criteria

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

On a vote being taken the motion was approved unanimously.

There being no further business the Chairman closed the meeting at 12.31pm.

SIGNED BY THE CHAIRMAN.....

DATE