

Agenda



The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

COMMITTEE:

To all Members of the Staffing Committee

COUNCILLORS:

Mrs V Dalley (Chairman), D Wilkins (Vice Chairman) (ex officio), J P Collins, Ms Z Fox, M Pearce, M Williams, M Champion, G Winter

I HEREBY SUMMON YOU TO A MEETING:
of the Staffing Committee

TO BE HELD:

The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA

ON:

Wednesday 2nd October 2019 at 10.30am

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1. Safety Procedures.
 2. To receive apologies for non-attendance.
 3. 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.
 4. To approve written request(s) for dispensations.
 5. Chairman's Announcements.
 6. To receive and approve the minutes of the meeting of the Staffing Committee held on 6th August 2019 and the Chairman to sign them.
 7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 6th August 2019 and the Chairman to sign them.
 8. Matters arising, where no substantive item below, for information only.
 9. To receive a Staffing Revenue Budget report to the end of August 2019, note committed expenditure to date and agree any appropriate action.

10. To receive the Cornwall Pension Fund Employer Newsletter for August 2019, agree any action and authorise expenditure accordingly.
11. To receive a formal Invitation from Matt Allen, Employer Liaison Officer, Cornwall Pension Fund, to the Employers' Meeting on 28th November and appoint two representatives from this Committee to attend.

S.410.2 RESOLVED that the Cornwall Pension Fund Employer Newsletter for June 2019 was received and that two members represented this Council at the Cornwall Pension Fund Employer Meeting on 28th November 2019

12. That this 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.
13. To receive and note a verbal and written staffing update and recommended staffing structure from Skylite Associates and agree actions for budget planning and future implementation.
14. To receive a Proposal from Skylite Associates Limited for support to Camborne Town Council, agree action and authorise necessary expenditure.
15. To receive a written report from the Senior Library Assistant regarding staff and agency levels and a Cost Analysis of Agency Staff Vs Additional part-time Staff, agree action and approve expenditure.
16. To receive a report detailing cost of cover for Town Clerk and whilst short staffed, May to September 2019, agree action and authorise any associated expenditure.
17. To receive an update on the Town Clerk and consider Employee Terms and Conditions, agree action and authorise associated expenditure.
18. To receive a report from the Projects and Amenities Officer regarding the purchase of IT Equipment for the Amenities Unit, agree action and authorise associated expenditure.
19. To receive a report from the Finance & Administration Officer regarding a training request for professional accountancy training, agree action and authorise associated expenditure.
20. To consider quotations for a bespoke First Aid at Work course for the Office and Library staff, agree action and authorise associated expenditure.
21. To consider a quotation for Fire Warden Training for all staff, agree action and authorise associated expenditure.

22. To receive a quotation from Microtest for Adobe Acrobat Pro software, approve action and authorise expenditure.
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Given under my hand this:

25th day of September 2019

Samantha Hughes

Acting Deputy Town Clerk

This meeting has been **advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media and members of the public.**

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.