

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), M Champion, J P Collins, Ms Z Fox, M Pearce, M Williams, 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:

Tuesday 12th November 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 2nd October 2019 and the Chairman to sign them.
 7. To receive and approve the redacted minutes of the meeting of the Staffing Committee held on 2nd October 2019 and the Chairman to sign them.
 8. Matters arising, where no substantive item below, for information only.

9. To receive the net position by code of the Staffing Revenue Budget 2019/2020, up to September 2019, note committed expenditure to date and agree any appropriate action.
10. To receive a report from the Acting Deputy Town Clerk regarding the Staffing Committee Draft Revenue Budget 2020/2021 and three year financial plan, agree action and authorise associated expenditure.
11. To receive a Budget Timetable 2019.
12. To receive a presentation from Louise Cantrill of Skylite Associates Limited regarding a draft Staff Handbook (Version 1), including new policies and a staff Confirmation of Receipt form, approve action and authorise associated expenditure.
13. To receive a verbal update from the Acting Deputy Town Clerk on a Team Building Session for the Senior Management Staff and agree action.
14. To receive information regarding CiLCA training and examination for the Acting Deputy Town Clerk, agree action and authorise associated expenditure.
15. To receive information from Waterfront Conference Company regarding a Community Infrastructure Levy and s106 Masterclass, agree action and authorise associated expenditure.
16. 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.
17. To receive a verbal report from Louise Cantrill of Skylite Associates Limited regarding updated Staff Job Descriptions
 - (i) Finance & Administration Officer (proposed Deputy Town Clerk and Finance Officer);
 - (ii) Committee Support Officer;
 - (iii) Administration Assistant (proposed Finance & Administration Assistant);and approve.
18. To receive information from Society of Local Council Clerks (SLCC) regarding "Operation London Bridge Webinar – One Clerk to Another", agree action and authorise associated expenditure.

Given under my hand this:

5th day of November 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.