

# Meeting Minutes

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

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## MINUTES:

**of the meeting of the Staffing Committee held remotely via Zoom on Tuesday 1<sup>st</sup> October 2020 at 10.30 am.**

## PRESENT:

<b>Councillor Mrs V Dalley</b>	<b>Chairman</b>
<b>Councillor D Wilkins</b>	<b>Vice-Chairman</b>
<b>Councillor M Champion</b>	
<b>Councillor J Collins</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor Ms M Pearce</b>	
<b>Councillor Mrs M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer.**

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The Chairman explained the meeting procedures.

### **S.624 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

All present.

### **S.625 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.626 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

### **S.627 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that a Temporary Office Assistant had been appointed, starting on 12<sup>th</sup> October.

**S.628 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 1<sup>ST</sup> SEPTEMBER 2020**

**S.628.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 1<sup>st</sup> September 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

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

**S.629 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 1<sup>ST</sup> SEPTEMBER 2020**

**S.629.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 1<sup>st</sup> September 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

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

**S.630 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.631 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF AUGUST 2020**

The Deputy Town Clerk informed members that the Health & Safety and Welfare costs had been attributed to one cost code and a journal correction would be made to distribute it to the appropriate budgets.

A review of the budgets was scheduled for the next financial year, going forward.

**S.631.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of August 2020 was received and approved**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.632**

**TO RECEIVE THE RESULTS OF A CONSULTATION ON LIBRARY OPENING HOURS FOR RECOMMENDATION TO FULL COUNCIL, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that there had been a positive response to the consultation and extended Library opening hours were welcomed. Indication showed a preference for all day opening on Tuesdays, with interest in evening hours also expressed.

The Deputy Town Clerk advised that it would be possible to include the additional costs in the forthcoming budget review by making savings in areas which were underspent.

Discussion took place and members considered the outcome of the consultation and the Council's continual improvement of its Library service, going forward.

**S.632.2**

**RESOLVED: that the results of a consultation on Library opening hours was received and that the Staffing Committee recommended to Full Council that resources were allocated in the budget for 2021 and 3 year budget plan to open the Library on Tuesdays from 9am to 5pm, with a final public consultation on the additional days and times in the New Year**

Proposed by Councillor Mrs Dalley

Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**S.633**

**TO RECEIVE AN UPDATE FROM THE DEPUTY TOWN CLERK ON STAFF PROCEDURES REGARDING COVID-19, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that following a recent change, the Government was advising staff to work from home where possible and she suggested that, on a trial basis, commencing 5<sup>th</sup> October 2020, office staff work on site for three days, and the remaining two at home. Overall this would reduce office attendance by one person.

Discussion took place and members welcomed the proposal but expressed concern that adequate staff cover was retained on site.

**S.633.2**

**RESOLVED: that an update from the Deputy Town Clerk on staff procedures regarding Covid-19 was received and that, in line with Government advice, staff would work at home for**

**two days and at the office for three days, on a trial basis, effective 12<sup>th</sup> October 2020**

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.634 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.634.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.635 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK AND CORRESPONDENCE ON A STAFFING MATTER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk advised that the Town Clerk was retiring due to ill-health and had issued a leaving statement.

Members considered the matter and expressed appreciation to the Deputy Town Clerk and Chairman of the Staffing Committee for their negotiations in obtaining a satisfactory outcome.

**S.635.2 RESOLVED: that a verbal update from the Deputy Town Clerk and correspondence on a staffing matter was received and noted**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.635.3 RESOLVED: [REDACTED]**

Proposed by Councillor Ms Fox  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.635.4 RESOLVED: to recommend to Full Council that the Town Clerk's employment is terminated by mutual consent**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.635.5**                    **RESOLVED: to recommend to Full Council that approval is given to staff to make necessary updates to any accounts, and to this Council's internal and external documents and communications**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.635.6**                    **RESOLVED:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Proposed by Councillor Ms Fox  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.635.7**                    **RESOLVED: to recommend to Full Council that a leaving statement is made on the departure by the Mayor and departing Town Clerk**

Proposed by Councillor Wilkins  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Mrs Hughes and Miss Ritchie left the meeting at 10.53am as they had a direct involvement in the next item to be discussed. The Chairman took the minutes.

**S.635.8**                    **RESOLVED: that the current arrangements and remuneration for staff acting up were noted and that these should continue for three months after the permanent appointment of a Town Clerk**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.635.9 RESOLVED: to recommend to Full Council that with immediate effect and until a Town Clerk is appointed, the Deputy Town Clerk is made up to Acting Town Clerk, [REDACTED]**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Mrs Hughes and Miss Ritchie re-joined the meeting at 11.05am.

**S.636 TO RECEIVE A REVISED LIBRARY AND COUNCIL SUPPORT ASSISTANT JOB DESCRIPTION, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk informed members that it had been necessary to update the Library and Council Support Assistant Job Description, to reflect the current role and duties of the Library staff, and awarding a wider pay band to give opportunity for growth within the role.

Discussion took place and members agreed that staff remuneration should reflect the skill level and effort shown.

**S.636.2 RESOLVED: that a revised Library and Council Support Assistant Job Description was received and approved, [REDACTED] effective 1<sup>st</sup> October 2020**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.637 TO RECEIVE AN EMPLOYER NEWSLETTER FOR SEPTEMBER 2020 FROM CORNWALL PENSION FUND, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.637.2 RESOLVED: that an Employer Newsletter for September 2020 from Cornwall Pension Fund was received and noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting  
at 11.13 am.

SIGNED BY THE CHAIRMAN.....

DATE .....

