

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**

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

Remotely via Zoom

ON:

Wednesday 2nd December 2020 at 10.30am

1. Meeting 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 Staffing Committee meeting held on 10th November 2020.
7. To receive and approve the redacted minutes of the Staffing Committee meeting held on 10th November 2020.
8. Matters arising, where no substantive item below, for information.

9. To receive the Staffing Income and Expenditure Budget Report to the end of October 2020.
10. To receive an invoice for expenditure on staff workwear, approved under delegated authority by the Chairman and Vice Chairman with the Acting Town Clerk.
11. To receive and note a Cornwall Pension Fund Employer Newsletter for October 2020.
12. 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.
13. To receive a verbal update from the Acting Town Clerk on Office staffing and rotas, agree action and authorise expenditure.
14. To receive written recommendations from Skylite Associations on the Town Clerk and RFO role, including recommendations on timings for recruitment and updated Staff Job Descriptions for:
 - (i) The Town Clerk;
 - (ii) The Deputy Town Clerk and RFO (previously Finance Officer and Deputy Town Clerk);agree action and authorise expenditure.
15. To receive information from CALC on Staff Training opportunities, agree action and authorise expenditure.

Given under my hand this:

25th day of November 2020

Samantha Hughes

Acting 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.

