

# 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 Wednesday 3<sup>rd</sup> February 2021 at 10.30 am.**

## PRESENT:

**Councillor Mrs V Dalley                      Chairman**  
**Councillor D Wilkins                      Vice Chairman**  
**Councillor M Champion**  
**Councillor J Collins**  
**Councillor Ms M Pearce**  
**Councillor Mrs M Williams**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk (to and from points mentioned); Janet Ritchie, Committee Support Officer (to and from points mentioned); Louise Cantrill, Skylite Associates Limited.**

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The Chairman explained the meeting procedures.

### **S.684                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.684.2                      RESOLVED: that apologies were received from Councillor Ms Fox for non-attendance at the Staffing Committee meeting held on 3<sup>rd</sup> February 2021**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

### **S.685                      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**

Mrs Hughes declared interest in agenda item 16 and Miss Ritchie declared interest in agenda item 13 as they had a direct involvement.

**S.686 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**S.687 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.688 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 13<sup>th</sup> JANUARY 2021**

**S.688.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 13<sup>th</sup> January 2021 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

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

**S.689 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 13<sup>th</sup> JANUARY 2021**

**S.689.2 RESOLVED: that the redacted minutes of the Staffing Committee meeting held on 13<sup>th</sup> January 2021 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

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

**S.690 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.691 TO RECEIVE THE STAFFING INCOME AND EXPENDITURE BUDGET REPORT TO THE END OF DECEMBER 2020**

The Town Clerk informed members that the budget was underspent in some areas, and that spending was on target.

**S.691.2 RESOLVED: that the Staffing Income and Expenditure Budget Report to the end of December 2020 was received and approved and that, as recommended by the Strategic Budget Working Party, all underspends under £1K are allocated to**

**the Passmore Edwards Building EMR and that any smaller amounts are allocated to the General Reserve**

Proposed by Councillor Champion  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.692 TO RECEIVE AND NOTE A CORNWALL PENSION FUND EMPLOYER NEWSLETTER FOR JANUARY 2021**

The Acting Town Clerk informed members that Cornwall Pension Fund had requested information regarding staff contributions, which she would provide. There were some changes regarding voluntary contributions.

Members considered the Acting Town Clerk as point of contact to report any matters that may arise.

**S.692.2 RESOLVED: that a Cornwall Pension Fund Employer Newsletter for January 2021 was received and noted**

Proposed by Councillor Williams  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.692.3 RESOLVED: that the Acting Town Clerk was appointed as this Council's point of contact with the Cornwall Pension Fund**

Proposed by Councillor Williams  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.693 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.693.2 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, except for Ms Louise Cantrill, whose input was required on HR matters**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.694 TO RECEIVE CORRESPONDENCE FROM A STAFF MEMBER, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Temporary Office Assistant had given written notice as she had been offered a permanent post.

Members considered the valuable contribution [REDACTED] had made during her stay with this Council, working well in difficult circumstances during an uncertain time.

**S.694.2 RESOLVED: that correspondence from a staff member was received and noted and that the Acting Town Clerk was asked to convey the Town Council's best wishes [REDACTED] on her new appointment**

Proposed by Councillor Champion  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

Miss Ritchie left the meeting at 10.42 am, having declared interest in the next agenda item.

**S.695 TO RECEIVE SIX MONTH REVIEWS FOR STAFF:**

- i) Engagement Officer;**
- ii) Amenities & Projects Officer;**
- iii) Finance & Administration Assistant;**
- iv) Committee Support Officer;**
- v) Amenities Supervisor;**
- vi) Amenities Technicians;**
- vii) Senior Library Officer;**
- viii) Library Assistants**

**AUTHORISE ACTION AND APPROVE ASSOCIATED EXPENDITURE**

The Acting Town Clerk wanted it to be noted that despite some real hurdles this year the team have worked really hard and adapted to new ways of working, new tasks and really stepped up when needed.

**S.695.2 RESOLVED: that six-month reviews for staff i) Engagement Officer, ii) Amenities and Projects Officer, iii) Finance and Administration Assistant, iv) Committee Support Officer, v) Amenities Supervisor, vi) Amenities Technicians, vii) Senior Library Officer and viii) Library Assistants were received**

Proposed by Councillor V Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.695.3 RESOLVED: that training was approved for the Engagement Officer in Word and PDF Accessibility Documents online course with expenditure approved (£30) from the Staff Training budget**

Proposed by Councillor V Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**S.695.4 RESOLVED: that training was approved for the Amenities and Projects Officer on Legionella – online course with expenditure approved (£30) from the Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.695.5 RESOLVED: that training was approved for the Finance and Administration Assistant in VAT for Local Councils and End of Year Accounts online course with expenditure approved (£60) from the Staff Training budget**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.695.6 RESOLVED: that training was approved for the Committee Support Officer in GDPR and Word and PDF Accessibility Documents online courses with expenditure approved (£55) from the Staff Training budget**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**S.695.7 RESOLVED: that training was approved for the Amenities Supervisor in First Aid Training and Certificate in Practical Horticulture, with the proviso that the Horticulture Course can take place in full due to restrictions in place. With expenditure approved (£800) from the Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.695.8**                    **RESOLVED: that training was approved for the Amenities Technician [REDACTED] in Habitat Restoration online with expenditure (£128.40) approved from the Staff Training budget**

Proposed by Councillor Champion  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.695.9**                    **RESOLVED: that training was approved for the Amenities Technician [REDACTED] in Hedgerow Maintenance online course with expenditure (£128.40) approved from the Staff Training budget**

Proposed by Councillor Wilkins  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**S.695.10**                    **RESOLVED: that training was approved for the Senior Library Officer in Microsoft Office-Excel with expenditure (£180) approved from the Staff Training budget**

Proposed by Councillor Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.695.11**                    **RESOLVED: that training was approved for Library and Council Support Assistant [REDACTED] in Makaton Training and approval for software for online content with expenditure (£55) approved from the Staff Training and ICT budget**

Proposed by Councillor Williams  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**S.695.12**                    **RESOLVED: that training was approved for Library and Council Support Assistant [REDACTED] in Makaton with expenditure (£35) approved from the Staff Training budget**

Proposed by Councillor Wilkins  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

S.695.13

**RESOLVED: that all staff were thanked for going above and beyond during the past year**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Miss Ritchie returned to the meeting at 11.03 am.

S.696

**TO RECEIVE A VERBAL UPDATE FROM THE ACTING TOWN CLERK AND REVIEW STAFF ROTAS AND PROCEDURES, AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]

CONFIDENTIAL [REDACTED]

[REDACTED]

S.696.2

**RESOLVED: that a verbal update from the Acting Town Clerk on staff rotas and procedures was received and that [REDACTED] was granted three days of unpaid leave**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

S.696.3

**RESOLVED: that staff were permitted to roll over their remaining annual leave of up to ten days, from 2020/2021 into the new financial year**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**S.696.4**

**RESOLVED: that an initial budget of £2,000 was allocated for staff Covid tests and that the Acting Town Clerk investigated all options available for the purchase of tests for this Council's frontline staff, and that any action is taken in consultation with the Mayor and Deputy**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.697**

**TO RECEIVE CONFIRMATION OF CiLCA QUALIFICATION FOR THE ACTING TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

Members congratulated the Acting Town Clerk on her achievement, which ensured that the Town Council would continue to hold the General Power of Competence at the start of the 2021-2022 Municipal Year.

**S.697.2**

**RESOLVED: that confirmation of CiLCA qualification for the Acting Town Clerk was received and that [REDACTED] was congratulated on achieving this qualification in a short time, during a difficult period for the Town Council**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Having declared interest in the next agenda item, Mrs Hughes left the meeting at 11.16am.

**S.698**

**TO RECEIVE**

**i) A VERBAL UPDATE FROM THE CHAIRMAN OF THE STAFFING COMMITTEE AND THE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE REGARDING THE ACTING TOWN CLERK;**

**ii) A LETTER FROM THE ACTING TOWN CLERK**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

**S.698.2**            **RESOLVED: that a verbal update from the Chairman of the Staffing Committee and the Chairman of the Finance & General Purposes Committee regarding the Acting Town Clerk was received**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.698.3**            **RESOLVED: that a letter from the Acting Town Clerk was received**

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Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**S.698.4**            **RESOLVED: that the Staffing Committee recommends to Full Council that [REDACTED] is offered the role of Town Clerk on a month's trial [REDACTED]**

[REDACTED]

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.698.5**            **RESOLVED: that the Staffing Committee recommends to Full Council that [REDACTED] is appointed as Town Clerk**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Mrs Hughes re-joined the meeting at 11.37 am.

**S.699 TO NOMINATE A COUNCILLOR TO PERFORM A SIX-MONTH REVIEW FOR THE ACTING TOWN CLERK WITH SKYLITE ASSOCIATES LTD**

**S.699.2 RESOLVED: that Councillor Williams was approved to perform a six-month review for the Acting Town Clerk, with Ms Cantrill of Skylite Associates Ltd**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**S.700 TO CONSIDER A DATE FOR THE NEXT STAFFING COMMITTEE MEETING AND AGREE ACTION**

**S.700.2 RESOLVED: that the next Staffing Committee meeting would be held on Tuesday 23<sup>rd</sup> March at 10.30am**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Pearce

On a vote being taken the matter was approved unanimously.

**CONFIDENTIAL - DRAFT**

There being no further business the Chairman closed the meeting at 11.40 am.

SIGNED BY THE CHAIRMAN.....

DATE .....