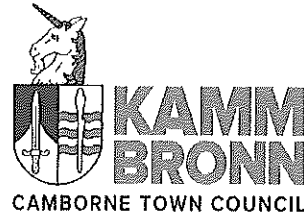


# Agenda



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

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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

[HTTPS://WWW.FACEBOOK.COM/CAMBORNETOWNCOUNCIL](https://www.facebook.com/cambornetowncouncil)

ON:

**Tuesday 4<sup>th</sup> May 2021 at 10.30am**

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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 6<sup>th</sup> April 2021, for signing by the Chairman.
7. To receive and approve the redacted minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 2021, for signing by the Chairman.
8. Matters arising, where no substantive item below, for information.

9. To receive an Employer Newsletter for April 2021, agree action and authorise expenditure.
  10. 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.
  11. To receive a verbal report from Skylite Associates regarding the Administrative Support Officer role, agree action and authorise expenditure.
  12. To receive a verbal report from Skylite Associates regarding an Interim Amenities and Health & Safety Manager;
    - (i) To receive a draft Job Description and Person Specification;
    - (ii) To consider the advertisement and interview arrangements for the recruitmentagree action and authorise expenditure.
  13. To receive a verbal report from Skylite Associates regarding an Interim Engagement Assistant;
    - (i) To receive a draft Job Description and Person Specification;
    - (ii) To consider the advertisement and interview arrangements for the recruitmentagree action and authorise expenditure.
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Given under my hand this:

**28th day of April 2021**



**Samantha Hughes**  
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.