

# 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 at the The Wesley Hall (1<sup>st</sup> Floor), The Wesley Centre, Chapel Street, Camborne, TR14 8EG**

**on Wednesday 12<sup>th</sup> January 2022 at 10.30 am.**

## PRESENT:

**Councillor Mrs V Dalley  
Councillor M Champion  
Councillor Ms Z Fox  
Councillor C Lawrence  
Councillor D Wilkins  
Councillor Mrs M Williams**

**Chairman  
Vice Chairman  
(ex officio)**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer;  
and Louise Cantrell (Skylite Associates).**

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### **S.829 SAFETY PROCEDURES**

The Chairman explained the safety procedures.

### **S.830 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**S.830.2 RESOLVED: that the apologies from Councillor C Godolphin for non-attendance of the meeting of the Staffing Committee held on the 12<sup>th</sup> January 2022 were received**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.831 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 interests.

**S.832 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**S.833 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**S.834 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 10<sup>TH</sup> NOVEMBER FOR SIGNING BY THE CHAIRMAN**

**S.834.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 10<sup>th</sup> November 2021 were received, approved, and signed by the Chairman**

Proposed by Councillor V Dalley  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

Councillor Z Fox entered the meeting at 10.35 am and apologised for her late arrival.

**S.835 MATTERS ARISING WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**S.836 TO RECEIVE AN EMPLOYER'S NEWSLETTER FOR NOVEMBER 2021**

**S.836.2 RESOLVED: that an Employers Newsletter for November 2021 was received**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.837 TO RECEIVE AN EMPLOYER'S NEWSLETTER FOR DECEMBER 2021**

**S.837.2 RESOLVED: that an Employers Newsletter for December 2021 was received**

Proposed by Councillor D Wilkins  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**S.838 TO RECEIVE AN INCOME AND EXPENDITURE REPORT TO THE END OF DECEMBER 2021 AND RFO RECOMMENDATIONS AND AGREE ACTION**

The Town Clerk informed members of the reasons for the underspends listed, and that the appropriate adjustments would be made for next year; and £2,869 had been transferred into the recruitment budget to prevent overspends.

**S.838.2 RESOLVED: that an Income and Expenditure Report to the end of December 2021 and RFO recommendations were received and noted**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.839 TO CONSIDER RECRUITMENT AND ADVERTISING FOR SATURDAY LIBRARY ASSISTANT VACANCY, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Saturday worker had given her notice in November due to her moving away from the area.

**S.839.2 RESOLVED: that the recruitment and advertising for the Saturday Library Assistant post through the usual recruitment avenues, including Indeed, and Cornwall Council, was approved; and the expenditure to be taken from the recruitment budget code was authorised**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.839.3 RESOLVED: that the interviewing panel for the replacement Saturday, Library staff post, be conducted by the Town Clerk, the Senior Library Officer, and the Chairman of the Staffing Committee; was approved**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.840 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.840.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public with the exception of Louise Cantrill, were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor V Dalley

Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**S.841 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON STAFFING MATTERS, AGREE ACTION AND AUTHORISE EXPENDITURE**

**S.841.2 RESOLVED: that a verbal update from the Town Clerk on staffing matters was received, and members of staff covering for staff shortages in the library, be offered to be paid overtime, or TOIL time; was approved**

Proposed by Councillor M Champion  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved by a Majority.

[REDACTED]

**S.841.3 RESOLVED:** [REDACTED]

Proposed by Councillor Z Fox  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Administrative Officer left the room.

[REDACTED]

**S.841.4 RESOLVED: that the verbal update from the Town Clerk was received, and a coaching session approved with our HR support when appropriate.**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

The Administrative Officer re-entered the room.  
Louise Cantrall left the meeting.

**S.842**

**TO RECEIVE A PROPOSAL FOR EXTENSION OF CURRENT HR SUPPORT FOR 12 MONTHS (APRIL 2022-MARCH 2023), AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members that quotes were obtained for HR Support twelve months ago, four quotes had been received; and as it had only been twelve months since that process, the financial regulations allow an extension to contracts under 11.1d to allow us to stay with present supplier for a further year. There was an increase from two days, to two and a half days per month, due to the increase in members of staff, which had been budgeted for.

**S.842.2**

**RESOLVED: that a proposal to extend of current HR Support supplier for 12 months (April 2022 - March 2023), was approved with expenditure approved from the HR Services cost code**

Proposed by Councillor C Lawrence  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 11:02 am.

SIGNED BY THE CHAIRMAN.....

DATE .....

