

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), M Champion (Vice Chairman), C Godolphin, Ms Z Fox (ex-officio), C Lawrence, D Wilkins, M Williams

I HEREBY SUMMON YOU TO A MEETING:

of the Staffing Committee

TO BE HELD:

Meeting Room, The Basset Centre, Basset Road, Camborne, TR14 8SL

ON:

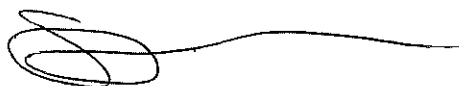
Wednesday 6th April 2022 at 10.30 am

1. Safety 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 9th March 2022, for signing by the Chairman.
7. To receive and approve the redacted minutes of the Staffing Committee meeting held on 9th March 2022, for signing by the Chairman.
8. Matters arising, where no substantive item below, for information.
9. Public Participation (subject to Standing Order 3e members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda, up to a maximum of fifteen minutes).

10. To receive an Income and Expenditure Report to the end of February 2022 and agree action.
11. To receive a draft updated Staff Handbook and agree action. (to follow)
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 Town Clerk and Skylite Associates Ltd on staffing matters, events, and overtime, agree action and authorise expenditure.
14. To receive draft Job Descriptions for Library and Council Support Assistant roles, consider recruitment and advertising, agree action, and authorise expenditure.
15. To receive a 6-month review for the Committee Support Officer, agree action and authorise expenditure.
16. To receive a verbal and written report from the Town Clerk and Skylite Associates, on workloads and priorities, agree action and authorise expenditure. (to follow)

Given under my hand this:

30th day of March 2022



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.