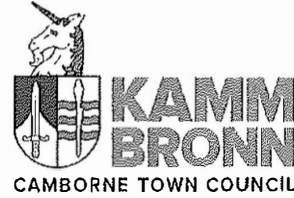


# Agenda



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

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COMMITTEE:

**To all Members of the Staffing Committee**

COUNCILLORS:

**M Champion (ex-officio), Mrs V Dalley, Ms Z Fox, C Godolphin, 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 8<sup>th</sup> June 2022 at 10.30 am**

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1. Safety Procedures.
  2. To consider nominations and elect a Chairman of the Staffing Committee for the Municipal Year 2022/2023.
  3. To receive apologies for non-attendance.
  4. 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.
  5. To approve written request(s) for dispensations.
  6. To consider nominations and elect a Vice Chairman of the Staffing Committee for the Municipal Year 2022/2023.
  7. Chairman's Announcements.
  8. To receive and approve the minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 2022, for signing by the Chairman.
  9. To receive and approve the redacted minutes of the Staffing Committee meeting held on 6<sup>th</sup> April 2022, for signing by the Chairman.

10. Matters arising, where no substantive item below, for information.
  11. 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).
  12. To receive a Staffing Income and Expenditure Report to the end of April 2022 and agree action.
  13. To receive a South-West Councils Newsletter form April 2022, agree action and authorise expenditure.
  14. To receive a Cornwall Pension Fund Newsletter for April 2022, agree action and authorise expenditure.
  15. To receive a Cornwall Pension Fund Newsletter for May 2022, agree action and authorise expenditure.
  16. 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.
  17. To receive a Capacity Analysis Report from Skylite Associates Ltd;
    - i) To receive draft Job Descriptions for an Events Manager (part-time) and consider recruitment and advertising
    - ii) To receive draft Job Descriptions for a HR Assistant and consider recruitment and advertisingagree action and authorise expenditure.
  18. To receive a verbal update from the Town Clerk and Skylite Associates on staffing matters, agree action and authorise expenditure.
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Given under my hand this:

**30th day of May 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.