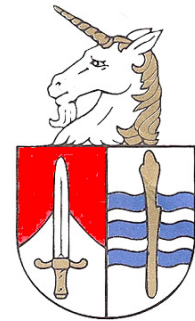


# CAMBORNE TOWN COUNCIL

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Council Offices –  
The Basset Centre, Basset Road, Camborne TR14 8SL  
Telephone: 01209 612406  
email: [cambornetc@cornwall.gov.uk](mailto:cambornetc@cornwall.gov.uk)  
web site [www.camborne-tc.gov.uk](http://www.camborne-tc.gov.uk)

CAMBORNE



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### **To all members of the Budget and Development Committee.**

Councillors: R Webber (Chairman), S Odgers (Vice Chairman), M Brown,  
T Chalker, T Dalley, Ms Z Fox, Ms J Robinson, C Godolphin  
(Ex Officio)

I hereby summon you to an extraordinary meeting of the Budget & Development Committee to be held in the Clerk's Office, The Basset Centre, Basset Road, Camborne, on **Thursday 5th March** 2015 at 6.30 pm.

### AGENDA

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 Working Party 14<sup>th</sup> October 2014  
The Risk Assessment Working Party 27<sup>th</sup> October 2014.
7. Matters arising, where no substantive item below, for information only.
8. To receive and approve the revised Asset Register and agree any appropriate action.
9. To receive and approve the up to date insurance schedule from Zurich Insurance PLC.

10. To review the Health and Safety Policy for recommendation to Full Council.
11. To review the effectiveness of internal controls and agree any appropriate action.
12. To approve the appointment of Mr B White as the Council's accountant.
13. To receive a report from the Town Clerk on the Council owned allotments at Enys Road, Camborne and agree appropriate action.
14. To agree and approve the job description and person specification for the post of Amenities and Projects Officer.
15. To agree the design, content and scope of advertising for the post of Amenities and Projects Officer and authorise associated expenditure.
16. To agree a timetable for the recruitment of an Amenities and Projects Officer.
17. To approve arrangements for providing office equipment for the Amenities and Projects Officer and authorise associated expenditure accordingly.
18. To approve the term of employment for the Assistant Handyman.
19. To approve the terms and conditions for the post of Assistant Handyman.
20. To agree responsibility for the Town Clerk's performance appraisal and review.
21. To receive and approve recommendations from the Amenities Committee regarding the repair of Council owned notice boards and authorise the associated expenditure.
22. To exclude the Press and Public in accordance with Standing Order 90 'That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'.
23. To receive the six monthly reviews of
  - a) Town Handyman
  - b) Deputy Town Clerk

c) Administrative Assistant

24. To agree any appropriate action resulting from the six monthly reviews and authorise any associated expenditure accordingly.

Given under my hand this 26<sup>th</sup> day of February 2015.

Amanda Mugford  
Town Clerk

*This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or 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.*