



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

Our Reference:
Staffing Comm

Date:
14th January 2026

See Distribution

Dear Councillor

Meeting of the Staffing Committee – 19th January 2026

You are summoned to attend a Meeting of the Redruth Town Council Staffing Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 20th October 2025. Proceedings will commence following the Finance Committee meeting.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink that reads "Charlotte Williams".

Charlotte Williams
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

Cllr Reeve
Cllr Broad
Cllr Allen
Cllr A Biscoe
Cllr H Biscoe
Cllr Jolly
Cllr Morrison
Cllr Thomas

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
19th January 2026
AGENDA

PART I - PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. To confirm the Minutes of the Meeting of the Staffing Committee held on 10th October 2025. [Minutes attached]
4. To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act.

PART II – PRIVATE SESSION

5. To consider the report of the HR Manager (report attached.)



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Town Mayor: Cllr A Biscoe

Town Clerk: Mrs C Williams

Minutes of a Meeting of the Redruth Town Council Staffing Committee held at Redruth Civic Centre,
Alma Place, Redruth on Monday 20th October 2025

Present: Cllr D Reeve Chair
Cllr P Broad
Cllr E Allen
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr B Ellenbroek
Cllr R Jolly
Cllr J Morrison
Cllr I Thomas
Cllr W Tremayne

In attendance: Ms C Williams Town Clerk
Mrs H Bardle Responsible Finance Officer/Deputy Town Clerk
Mrs C Rundle HR Manager

PART I - PUBLIC SESSION

- 1637.1 **To receive apologies for absence**
No apologies were received.
- 1637.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**
None were declared.
- 1637.3 **To confirm the Minutes of the Meeting of the Staffing Committee held on 7th April 2025**
- 1637.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Staffing Committee held on 14th July 2025 as a true and accurate record of proceedings [Proposed Cllr Broad, Seconded Cllr A Biscoe. Cllr Ellenbroek abstained as she had not been present at the meeting.
- 1637.4 **To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act**
- 1637.4.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

PART II – PRIVATE SESSION

1637.5 To consider the report of the HR Manager

A report had been circulated prior to the meeting. The HR Manager responded to any questions regarding the content of the report.

The report was noted.

1637.6 To consider the report of the Town Clerk and the associated Volunteer Policy and Mayoral Handbook

A report and a copy of the new Volunteer Policy and new Mayoral Handbook had been circulated prior to the meeting. The Town Clerk responded to any questions regarding the content of the report, and the handbooks.

1637.6.1 Unanimously RESOLVED to approve the Town Clerk's recommendations in 2.1 of the report [Proposed Cllr D Reeve; Seconded Cllr Barnes].

1637.7 To consider the report of the Town Clerk regarding the Probation review for new staff since April 2025.

1636.7.1 A report regarding the probation reviews of new staff since April 2025 had been circulated prior to the meeting.

1637.7.2 RESOLVED by majority to approve that all those who had passed their probation be confirmed as permanent employees. [Proposed Cllr A Biscoe; Seconded Cllr Barnes]. Cllr Allen and Cllr Jolly abstained.

Chair