



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 Caldwell

See Distribution

Our Reference:
RTC/Staffing 07.25
Date:
9th July 2025

Dear Councillor

Meeting of the Staffing Committee – 14th July 2025

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 14th July 2025. Proceedings will commence at approx. 8:00pm following the conclusion of the Finance Committee meeting.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Caldwell', followed by a long horizontal flourish.

Charlotte Caldwell
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

Cllr Reeves
Cllr Broad
Cllr Mrs Biscoe
Cllr Biscoe
Cllr Ellenbroek
Cllr Allen
Cllr Thomas
Cllr Morrison
Cllr Jolly

Information:

All other Town Councillors

Redruth Town Council
Meeting of the Staffing Committee
14th July 2025

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 7th April 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 RFO (Responsible Finance Officer) regarding various amendments to the Staffing and Cleaning budgets in 2025/6. (report attached.)
6. To consider the report of the HR Manager regarding Training and general HR update. (report attached)
7. To consider the report of the Town Clerk regarding the RFO Role change and new Staff Handbook. (report attached)



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Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Staffing Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 7th April 2025

Present: Cllr M Brown Chair
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr I Thomas
Cllr W Tremayne

In attendance: Cllr K Grasso
Cllr D Reeve
Ms C Caldwell Town Clerk
Mrs H Bardle Responsible Finance Officer

PART I - PUBLIC SESSION

- 1617.1 **To receive apologies for absence**
Apologies were received from Cllr Craze and Cllr Garrick.
- 1617.2 **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.
- 1617.3 **To confirm the Minutes of the Meeting of the Staffing Committee held on 3rd February 2025**
- 1617.3 RESOLVED by Majority to accept the Minutes of the Meeting of the Staffing Committee held on 3rd February 2025 as a true and accurate record of proceedings [Proposed Cllr Thomas; Seconded Cllr Barnes]. Cllr Tremayne abstained as he had not been present at the meeting.
- 1617.4 **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**
- 1617.4.1 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

1617.5 To consider the report of the HR Manager regarding the new Facilities Technician

- 1617.5.1 A verbal update was given by the Town Clerk. It was reported that the new Facilities Technician had completed a very successful six-month probationary period together with all required training. The HR Manager has recommended that the Staffing Committee endorse his continued employment with the Town Council.

Unanimously RESOLVED to agree to the recommendation [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1617.6 To receive a verbal update from the Town Clerk on Staffing matters since the Organisational Review.

- 1617.6.1 A verbal update was provided on Staffing matters, specifically the workload of the Operations Officer who was currently off on long term sickness. All responsibilities have been undertaken by the RFO in her absence.

Unanimously RESOLVED to continue with this arrangement and to compensate the RFO accordingly on a time and a half basis. This will be reviewed at the next Staffing Committee meeting. [Proposed Cllr A Biscoe; Seconded Cllr Brown].

Chair