



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

See Distribution

Our Reference:
Staffing Comm
Date:
15th October 2025

Dear Councillor

Meeting of the Staffing Committee – 20th October 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 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". The signature is fluid and cursive, with a long horizontal stroke at the end.

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
20th October 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 14th July 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.)
6. To consider the report of the Town Clerk and the associated Volunteer Policy and Mayoral Handbook. (report and papers attached)
7. To consider the report of the Town Clerk regarding the Probation review for new staff since April 2025. (report attached)



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Town Mayor: Cllr A Biscoe

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 14th July 2025

Present: Cllr D Reeve Chair
Cllr E Allen
Cllr R S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr R Jolly
Cllr J Morrison
Cllr I Thomas

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

PART I - PUBLIC SESSION

- 1628.1 **To receive apologies for absence**
No apologies were received
- 1628.2 **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.
- 1628.3 **To confirm the Minutes of the Meeting of the Staffing Committee held on 7th April 2025**
- 1628.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Staffing Committee held on 7th April 2025 as a true and accurate record of proceedings [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]. Cllrs Reeve, Broad, Allen, Jolly & Morrison abstained as they had not been present at the meeting.
- 1628.4 **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**
- 1628.4.1 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 II – PRIVATE SESSION

1628.5 To consider the report of the RFO (Responsible Finance Officer) regarding various amendments to the Staffing and Cleaning budgets in 2025/6.

A report had been circulated prior to the meeting. The Responsible Finance Officer responded to any questions regarding the content of the report.

1628.5.2 RESOLVED by the Majority to approve the recommendations proposed by the RFO in Section 2.2 a [Proposed Cllr Allen; Seconded Cllr Reeve; Cllr Barnes abstained]

1628.5.3 RESOLVED by the Majority to approve the recommendations proposed by the RFO in Section 2.2 b [Proposed Cllr H Biscoe; Seconded Cllr Allen; Cllr Barnes abstained]

1628.5.4 Unanimously RESOLVED to approve the recommendations proposed by the RFO in Section 2.2 c . [Proposed Cllr H Biscoe; Seconded Cllr Allen]

1628.5.5 Unanimously RESOLVED to approve the recommendations proposed by the RFO in Section 3.1 [Proposed Cllr Allen; Seconded Cllr Biscoe]

1628.6 To consider the report of the HR Manager regarding Training and general HR update

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

1628.7 To consider the report of the Town Clerk regarding the RFO Role change and new Staff Handbook.

A report and a copy of the new Staff handbook had been circulated prior to the meeting. The Town Clerk responded to any questions regarding the content of the report.

1628.7.1 Unanimously RESOLVED to approve the Town Clerk's recommendations in 2.1 of the report [Proposed Cllr D Reeve; Seconded Cllr Barnes].

1628.7.2 Unanimously RESOLVED to formally adopt the new Staff Handbook in 2.2 of the report, with a caveat that the section relating to dress code be reviewed and amended to be more relevant to the working environment. [Proposed Cllr D Reeve; Seconded Cllr Allen].

Chair