



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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TO MEMBERS OF THE FINANCE AND STAFFING COMMITTEE:

Councillors: C Rotchell (Town Mayor), A Burgis, M Coombes, E Grigg, A Shaw
Staff: E Greig (Town Clerk).

Dear Members

I hereby give you notice that Finance and Staffing Committee will meet on **Friday 10th February 2023 – Town Hall at 1000.**

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

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1. **To receive Apologies for absence with reasons**
 2. **To note Councillors present**
 3. **To receive Declarations of Interest & Approve Dispensations**
 4. **Public question time** (15 minutes allowed for this)
 5. **To receive and approve the Minutes of Finance & Staffing 21st October 2022**
 6. **To receive Clerk's report inc. Q3 budget to expenditure**
 7. **Agenda Items**
 - a. To **note** Q3 internal control rota – Cllrs Shaw & Hewlett
 - b. To **review** and **resolve** on pensions discretions policy
 - c. To **note** resignation of Youth Worker
 - d. To **resolve** on interview and decision criteria for architects' interviews
 - e. To **review** and **resolve** on grant application policy
 - f. To **review** and **resolve** to send grant application for jubilee event.
 8. **Public Bodies (Admission to Meetings) Act 1960.**

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.

 - a. To **discuss** OCM grant requirement with regard to YW vacancy. To **resolve** on staff requirement; and if appropriate, job description, advertising and interviews.
 - b. To **receive** update on staffing issues
 - c. To **discuss** extension of grounds person's employment contract
 - d. To **review** tenders from architectural services and resolve to shortlist 6.
 - e. To **review** lift service contract and make recommendation to Full Council
 9. **Items, time and date for next meeting.**

28th April, 10am Town Hall