



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig  
Town Hall  
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## Minutes of the Finance and Staffing Committee Meeting – 2<sup>nd</sup> February 2024

- 1. To note Councillors present**  
Cllr Coombes opened the meeting at 1745 with 4 other Councillors present: Cllrs Rotchell, Grigg, Scawn, Shaw. Clerk: Esther Greig. FS24/021
- 2. To receive Apologies for absence with reasons**  
none FS24/022
- 3. To receive Declarations of Interest & Approve Dispersations**  
None FS24/023
- 4. Public question time (15 minutes allowed for this)**  
Cllr Bond attended FS24/024
- 5. To receive and approve the Minutes of Finance & Staffing 19<sup>th</sup> January 2024**  
It was **resolved** to approve the minutes  
**Proposed: Cllr Scawn                      Seconded: Cllr Rotchell                      unan                      FS24/025**
- 6. Agenda Items**
  - a. The Charitable bodies training 28<sup>th</sup> February & 13<sup>th</sup> March was **noted** and Councillor Scawn was nominated to attend. Cllr Grigg and Coombes also expressed interest if there were available places. FS24/026
- 7. Public Bodies (Admission to Meetings) Act 1960.**  
It was **resolved** 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.  
**Proposed: Cllr Grigg                      Seconded: Cllr Coombes                      unan                      FS24/027**
  - a. It was **resolved** to **appoint** Laura Murphy as Town Clerk and Responsible Financial Officer from candidates interviewed.  
**Proposed: Cllr Rotchell                      Seconded: Cllr Shaw                      unan                      FS24/028**  
Clerk noted there would be a budget saving in 2024-25 as the new Clerk is not qualified or experienced so would start on a lower SCP. FS24/029
  - b. The administrative assistant position was **reviewed**. Clerk noted that employment had been terminated following probation review/consultation with Cllr Rotchell - the administration assistant has been offered gardening leave.  
It was **resolved** that Cllr Grigg and 2 members of staff would interview 2 candidates from previous applications for the position on Wednesday 7<sup>th</sup> February and inform Staffing Committee of result.  
**Proposed: Cllr Rotchell                      Seconded: Cllr Coombes                      unan                      FS24/030**
- 8. Items, time and date for next meeting.**  
26<sup>th</sup> April 2024, 10am Town Hall – end of year

Signed

Dated

3/05/24