



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 11 September 2018 at 7pm**

This meeting is open to the public and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **the council cannot guarantee this**, especially if you are speaking or taking an active role. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

Housekeeping – Committee Chair Councillor Ross will advise the evacuation routes in case of an emergency and remind all persons present of the following: -

The meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

Time allowed for members of the public to address the Council on matters relating to Lostwithiel – Maximum time allowed 15 minutes

### **Meeting Agenda**

1. To receive and accept Apologies of Absence.
2. To receive any Declarations of Interest from Members

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Lostwithiel Town Council's Code of conduct for members and by the Localism Act 2011.

3. To receive and adopt the minutes of the Staffing Committee meeting held on 8 May 2018 having been previously circulated and taken as read.
4. Lostwithiel Town Council Officer Member Protocol – to consider the response received from Cornwall Association of Local Councils.
5. Cornwall Council Code of Conduct training – to authorise the attendance of both the Town clerk & Administration Assistant on 14 January 2019 at Liskeard.
6. South West Councils – to authorise the Town Clerk's attendance on a Management of Volunteers 1-day training course at Taunton on 3 October 2018. Course cost £160.00 plus mileage.
7. SLCC – to authorise the booking of the following webinars at a cost of £30 per webinar: -  
Quotes, Contracts & Tendering – 3 webinar course  
Project Management – 3 webinar course  
Beginning Local Regeneration – 1 webinar
8. PCDT – to authorise the Town Clerk's attendance on the following: -  
Managing difficult conversations £80 plus mileage (venue not yet confirmed Truro or Penzance)  
How to manage conflict and challenging behaviour in a group £75 plus mileage (venue Penzance)
9. Items for next agenda

Under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Closed session

10. Lostwithiel Library – to authorise the Town Clerk to approach South West Councils regarding progress after Cornwall Council’s Directors sign-off.
11. Overtime, sick leave, holiday and training – to consider the report provided.
12. Clerk’s Staffing report update.

*S Harris*

Mrs S Harris  
Town Clerk  
06 September 2018