



Lostwithiel Town Council - Staffing Committee Meeting

Tuesday 11 September 2018

Public Participation

None

Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 11 September 2018 at 7pm.

Councillors present

Committee Chair Councillor Ross
Committee Vice-Chair Councillor Hensman
Mayor Jarrett, Councillor Anders,
Councillor Hatton, Councillor Henderson,
Councillor Jarrett & Councillor Lindley

In attendance

No members of the public were in attendance
Town Clerk Mrs Harris was in attendance

SC13/18 Apologies

None

SC14/18 Declarations of Interest

None

SC15/18 Minutes

It was **resolved** that the minutes of the Staffing Committee meeting dated 8 May 2018 are accepted, approved and signed by Committee Vice Chair Councillor Hensman as being a correct record. (Committee Chair Councillor Ross present but unable to sign due to her arm being in a sling)

SC16/18 Officer Member Protocol

It was **resolved** to accept the recommendations from CALC namely to keep the Protocol as a separate document and to recommend to Council the amendment of the wording of the Declaration of Acceptance of Office.

It was further **resolved** to amend, where appropriate, the word 'Officer or Officers' with 'Staff' or 'Members of Staff' and then to recommend the Member Staff Protocol to Council as drafted.

Finally, it was **resolved** to instruct the Clerk to ask Cornwall Council's Monitoring Officer to consider incorporating into the next revision of the Code of Conduct specific wording to address the working relationship between Members and staff.

SC17/18 Cornwall Council Code of Conduct training

It was **resolved** to authorise the attendance of both the Town Clerk and the Administration Assistant on 14 January 2019 at Liskeard.

SC18/18 South West Councils - Management of volunteers training

It was **resolved** to approve the attendance of the Town Clerk on the one-day course at Taunton at a cost of £160 plus mileage.

SC19/18 SLCC Training webinars

It was **resolved** to approve the booking of the following SLCC webinars at a total cost of £210: -

Quotes, Contracts & Tendering – 3 webinar course

Project Management – 3 webinar course

Beginning Local Regeneration – 1 webinar

SC20/18 Penwith Community Development Trust

It was **resolved** to approve the attendance of the Town Clerk on the Managing Difficult Conversations course at a cost of £80 plus mileage (venue not yet confirmed Penzance or Truro).

It was further **resolved** to approve the attendance of the Town Clerk on the How to manage conflict and challenging behaviour in a group course at a cost of £75 plus mileage.

SC21/18 Items for next agenda

None

The meeting closed at 8.30pm

Chairman

Date