



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 10 December 2019 at 7.15pm**

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 Chairman Councillor Hensman 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

### **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. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.
4. To receive and adopt the minutes of the Staffing Committee meeting held on 8 October 2019 having been previously circulated and taken as read.

5. SLCC Clerk's Manual 2019 – to authorise the purchase at £47.50 plus postage and packing,
6. SLCC Practitioner Conference – to approve the clerk's attendance at the SLCC Practitioner Conference on 26-27 February at Chesford Grange Kenilworth at a cost of £299 plus Vat plus mileage and hotel room on 25 February 2019. Topics to include: "The Art of the Difficult Conversation", Crime Prevention & Community Safety, Reducing Energy Bills & Carbon Emissions, Top Appraisal Techniques, Data Protection, Dealing with Councillors with Criminal Records, Setting up a Community Interest Company, Simple, Effective & Cost Efficient Steps Local Councils can take to Tackle Climate Crisis, General Power of Competence.
7. 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

8. Cornwall Pension – to consider the letter received following the triennial valuation of the Cornwall Pension Fund.
9. Annual Leave entitlement calculations – to appoint two Staffing Committee members to check the calculations.
10. Clerk's Staffing report to include overtime, sick leave, holiday and training – to consider the report provided.
11. Clerk's temporary increase in hours minute ref **SC29/18 & 338/18**– to consider the temporary increase of five hours per week which expired on 30 November 2019.
12. Recommendations to Council – to consider and record, if appropriate, any recommendations to Council.

S Harris

Mrs S Harris - Town Clerk - 04/12/2019