



Lostwithiel Town Council - Staffing Committee Meeting

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 10 January 2017 at 7pm.

Public Participation – None

Meeting Minutes

Councillors present

Committee Vice Chairman Councillor Jewels,
Mayor Gillett, Councillor May
& Councillor Mrs Parsons

In attendance

Town Clerk Mrs Harris

No members of the public were in attendance

Public Participation

None

SC50/16 APOLOGIES

Apologies for absence were received and accepted from the following Councillors: -
Councillor Mrs Ross, Councillor Hensman, Councillor Mrs Henderson and Councillor Watkins.

SC51/16 DECLARATIONS OF INTEREST

None

SC52/16 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 8 November 2016 are accepted, approved and signed by Committee Vice Chairman Councillor Jewels as being a correct record.

SC53/16 LONE WORKER POLICY NEW OFFICE UPDATE

It was **resolved** to recommend to Council the approval of the Lone Worker Policy as drafted.

SC54/16 STAFF DELEGATION

It was **resolved** to recommend to Council the approval of the Staff Delegation document as drafted.

SC55/16 SLCC PRACTITIONERS CONFERENCE 23 & 24 FEBRUARY 2016

It was **resolved** to recommend to Council that the clerk attends the SLCC Conference at a cost of £249 plus Vat plus £133 for one extra night's accommodation and the £144.40 train fare (Off Peak Return 22/2/17 14.21 BOD – LMS & 24/2/17 16.01 LMS – BOD). It was noted by the Staffing Committee that the approved travel is not in accordance with the draft Staff Handbook and the clerk was requested to make a review of this section of the Handbook an agenda item for the next Staffing Committee meeting.

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SC56/16 ITEMS FOR NEXT AGENDA
Travel expenses – Staff Handbook
Admin Assistant

The meeting closed at 8.30pm

Chairman

Date