



### **Lostwithiel Town Council - Staffing Committee Meeting**

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 14 March 2017 at 7pm.

Public Participation – None

#### Meeting Minutes

Councillors present

Committee Chairman Councillor Mrs Ross,  
Committee Vice Chairman Councillor Jewels,  
Mayor Gillett, Councillor Mrs Henderson,  
Councillor Hensman, Councillor May,  
Councillor Mrs Parsons & Councillor Watkins.

In attendance

Town Clerk Mrs Harris

No members of the public were in attendance

Public Participation

None

SC68/16 APOLOGIES

None

SC69/16 DECLARATIONS OF INTEREST

None

SC70/16 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 14 February 2017 are accepted, approved and signed by Committee Chairman Councillor Mrs Ross as being a correct record.

SC71/16 ADMIN ASSISTANT INTERVIEW PANEL

It was **resolved** to appoint 3 Councillors and the Town clerk to the interview panel and that the appointment of Councillors should be made by full Council.

SC72/16 STAFF HANDBOOK

It was **resolved** to incorporate the travel expenses and overtime paragraphs into the Staff Handbook as drafted.

SC73/16 SLCC Training – Negotiate a better outcome in planning

It was **resolved** to recommend to Full Council the attendance of Councillor Mrs Henderson and the Town clerk at a cost of £165 plus Vat per person and joint travelling expenses. The training to be approved by Full Council as monies are to be drawn against the Planning training budget.

SC74/16 SLCC Training – How to promote your assets, venues and facilities

It was **resolved** to recommend to Full Council the attendance of the Town clerk at a cost of £145 plus Vat and travelling expenses. The training to be approved by Full Council due to the overspend against the training budget.

SC75/16 CLOUD BACKUP

It was **resolved** to authorise the clerk to meet with a representative from Microshade VSM to discuss costings to set up a remote access & cloud backup system.

SC76/16 PAYROLL SOFTWARE

It was resolved to purchase Moneysoft Payroll Manager at an annual cost of £65 plus Vat.

SC77/16 ITEMS FOR NEXT AGENDA

Interview update.

The meeting closed at 8pm

Chairman

Date