



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 12 September 2017 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 – 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 6 June 2017 having been previously circulated and taken as read.
4. Traffic Management for Community Events – to consider retrospectively authorising the clerk's attendance on this course held at Notter Bridge Training Centre.

(Course cost £35 plus Vat plus mileage)

5. Traffic Management for Community Events – to consider authorising the administration assistant's attendance on this course on 20 October at Bodmin  
(Course cost £35 plus Vat plus mileage)
6. Appraisals & Performance Management training – to consider authorising the clerk's attendance on this course to be held at Bodmin Town Council offices.  
(Course cost £35 plus Vat)
7. SLCC - General Data Protection Regulations – to consider authorising the attendance of both the clerk & the administration assistant on this webinar  
(Course cost £30 plus Vat)
8. National Allotment Society's – South West Allotment Officers' Forum.  
(Attendance cost – mileage)
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. Overtime, sick leave, holiday and training – to consider the report provided

*S Harris*

Mrs S Harris  
Town Clerk  
Lostwithiel Town Council  
7 September 2017