



**Lostwithiel Town Council
Staffing Committee Meeting
will be held at Lostwithiel Library
on Tuesday 12 December 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 12 September 2017 having been previously circulated and taken as read.
4. Staff Appraisal Policy – to consider approval of the drafted policy.
5. Working with your Council training – to consider the recommendation from the Town Clerk that Mrs C Doyle attends this CALC three-day training event at Truro at a cost of £250 plus Vat plus mileage.
6. SLCC Practitioners Conference – to consider the request from the Town Clerk to attend this two-day conference at Kenilworth at a cost of £269 plus VAT plus mileage.
7. SLCC Transfer of Community Assets training – to consider the request from the Town Clerk to attend this training at St Erme at a cost of £95 plus VAT plus mileage
8. 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

9. Overtime, sick leave, holiday and training – to consider the report provided
10. Administration Assistant – to consider recommending to Full Council the transfer of Mrs C Doyle to permanent staff following completion of her six-month probationary period.

S Harris Mrs S Harris Town Clerk 7 December 2017