



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 8 May 2018 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 – The Mayor 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 elect a Staffing Committee Chairman
2. To elect a Staffing Committee Vice-Chairman
3. To receive and accept Apologies of Absence.
4. 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.

5. To receive and adopt the minutes of the Staffing Committee meeting held on 13 March 2018 having been previously circulated and taken as read.
6. National Joint Council for Local Government Services agreed pay scales for 2018 & 2019– to note the details provided and to consider recommending to full Council implementation of the increases.
7. Lostwithiel Town Council Officer Member Protocol – to consider recommending to Council adoption of the drafted policy.
8. SLCC Regional Training Seminar – to formally note that the Town Clerk did not attend this training seminar as agreed under minute reference **SC34/17**.
9. SLCC Transfer of Community Assets Training – to formally note that the Town Clerk did not attend this training as agreed under minute reference **SC27/17**.
10. 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

11. Overtime, sick leave, holiday and training – to consider the report provided
12. Clerk's Staffing report

S Harris

Mrs S Harris - Town Clerk

01 May 2018