



**Lostwithiel Town Council
Staffing Committee Meeting
will be held at Lostwithiel Library
on Tuesday 11 December 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 – Committee Chair 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 11 September 2018 having been previously circulated and taken as read.
4. Items for next agenda
5. Training - to formally note that the Town Clerk did not undertake the Beginning Local Regeneration or the Quotes, Contracts & Tendering webinars approved under minute reference **SC19/18** and did not attend the Managing Difficult Conversations seminar approved under minute reference **SC20/18**.

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

6. Clerk's Staffing report
7. Variations to Staff working days and hours – to consider the options tabled.
8. Overtime, sick leave, holiday and training – to consider the report provided.

S Harris

Mrs S Harris
Town Clerk

06 December 2018