



## Lostwithiel Town Council - Staffing Committee Meeting

Tuesday 9 April 2019

### Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 9 April 2019 at 7pm.

### Councillors present

Committee Vice-Chair Councillor Hensman,  
Councillor Anders, Councillor Clarke, Councillor Henderson, Mayor Jarrett,  
Councillor Jarrett & Councillor Lindley.

### In attendance

No members of the public were in attendance  
Town Clerk Mrs Harris was in attendance

In the absence of both the Committee Chair & Vice Chair it was **resolved** that Mayor Jarrett should chair the meeting.

### SC32/18 Apologies

Apologies were received and accepted from Councillor Ross.

### SC33/18 Declarations of Interest

None

### SC34/18 Public Participation

None

### SC35/18 Minutes

It was **resolved** that the minutes of the Staffing Committee meeting dated 11 December 2018 are accepted, approved and signed by Mayor Jarrett.

**SC36/18 Being a good employer**

Committee Vice Chair Councillor Hensman joined the meeting and Mayor Jarrett stepped down as acting Chair.

Councillor Hensman advised the Committee that the Cornwall Association of Local Councils training attended by both Councillor Hensman & Councillor Henderson in January covered the following topics: -

The employment lifecycle, recruitment, induction, probationary period, difficult conversations and how to make things formal, investment in staff through training, clear, open and fair policies and the importance of appraisals & dialogue.

The report was noted by the Committee.

**SC37/18 Procurement training**

It was **resolved** by the Committee to retrospectively approve the clerk's attendance at SLCC Cornwall's Procurement Training day on Friday 5 April at a cost of £85.00

**SC38/18 Items for next agenda**

Report from Councillor Hensman regarding the South West Council's training held at Carn Brea earlier today.

Town clerk's appraisal

The meeting closed at 9.05pm

Chairman

Date