



**Lostwithiel Town Council Virtual Staffing Committee Meeting
will be held
on Tuesday 27 April 2021 at 7pm**

**Members of the public are able to join the meeting from a
computer, tablet or smartphone**

<https://attendee.gotowebinar.com/register/1278055138402555915>

**If you wish to join the meeting via a landline, please email
clerk@lostwithieltowncouncil.gov.uk
for a phone number and access code**

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 Hensman will advise that the meeting may be filmed or recorded

Members and Members of the Public are asked to set device ring tones/alerts to silent

Meeting Agenda

1. Apologies – to receive and accept Apologies of Absence.
2. To receive from Council Members any Declarations of Interest, written requests for new DPI dispensations and declarations of any gifts or hospitality.

Members are invited to declare disclosable pecuniary interests and other (non-registerable) 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. Public Participation - Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.

The Council has varied meeting Standing Orders and until physical meetings can be re-established Members of the Public are asked to submit any questions regarding items on the agenda to clerk@lostwithieltowncouncil.gov.uk. For this meeting, please submit your questions by 5pm on Monday 26 April 2021.

4. To receive the minutes of the Staffing Committee meeting held on 20 October 2020 having previously been circulated and taken as read.
5. 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

6. Clerk's Staffing report to include overtime, sick leave, holiday and training – to consider the report provided.
7. Recommendations to Council – to consider and record, if appropriate, any recommendations to Council regarding the following: -
 - a) Re-opening of Lostwithiel Library
 - b) Staff work hours, work days and homeworking
 - c) Staff training
 - d) IT review

S Harris

Mrs S Harris
Town Clerk
21/04/2021