



**Lostwithiel Town Council  
Staffing Committee Meeting  
will be held at Lostwithiel Library  
on Tuesday 26 October 2021 at 6pm**

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 – Mayor 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

Return to physical meetings – The Council requests that everyone attending Council meetings wears a facemask unless medically exempt or addressing the meeting. We ask that everybody observes that the seating has been set out to allow for social distancing. The Council will restrict access when the room is full. Therefore, if you have any comments regarding a particular agenda item you may wish to submit these comments to the Council in writing [clerk@lostwithieltowncouncil.gov.uk](mailto:clerk@lostwithieltowncouncil.gov.uk) or if you are a member of a group you may wish to consider appointing a spokesperson.

## 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 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.

5. Public Participation – Time allowed for members of the public to address the Council on matters on the agenda – Maximum time allowed 15 minutes.
6. To receive and adopt the minutes of the Staffing Committee meeting held on 27 April 2021 having been previously circulated and taken as read.
7. Staffing Committee Terms of Reference – to note the Committee's Terms of Reference approved by Council on 18 May 2021.
8. Working from home – to consider if Lostwithiel Town Council wishes to continue to allow some working from home.
9. Laptop – to consider the purchase of a new laptop at a cost of £727 plus VAT if the Council wishes to facilitate working from home.
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 – to consider the report provided including recommendations therein regarding Lostwithiel Library and 'outside duties' currently undertaken by office staff
13. Staffing Committee decisions taken on 27 April 2021 under minute reference number **SC17/20** part a) & b)i)ii) & iii)– to review the decisions taken in light of the new information provided.
14. Recommendations to Council – to consider and record, if appropriate, any recommendations to Council.

*S Harris*

Mrs S Harris  
Town Clerk  
20/10/2021