



**Lostwithiel Town Council
Staffing Committee Meeting
will be held in Mayors Parlour
on Thursday 27 July 2023 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.

Lostwithiel Town Council has signed the Civility & Respect Pledge agreeing that it will treat all Councillors, the Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles. All meetings will be managed with this pledge in mind.

Housekeeping – Deputy Mayor Guiterman 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

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 24 April 2023 having been previously circulated and taken as read.
7. Staffing Committee Terms of Reference – to note the Committee's Terms of Reference approved by Full Council on 02 May 2023.
8. Office reconfiguration costs – to consider approval of the following: -
 - a) Computer cable and trunking costs
 - b) Phone costs
 - c) Costs associated with a fourth work station
 - d) Costs associated with further light fitting on end beam
 - e) Disposal of the salmon colour chairs
9. Kitchen and quiet room costs – to consider approval of the following: -
 - a) The works specification drawn up by Scott & Co option 2
 - b) To receive an update from Cllr Rawlings.
 - c) To consider the request to use an off cut from the kitchen worktop & the purchase of 2 x bar stools for a rest area behind the door of the small office.
 - d) The purchase of a new desk
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. Clerk's update – to receive a Staffing update from the Town Clerk.

12. Staff leave policy – to consider drafting a new policy.

S Harris

Mrs S Harris

Town Clerk

23/07/23