



## Lostwithiel Town Council - Staffing Committee Meeting

Thursday 27 July 2023

### Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in the Mayors Parlour on Thursday 27 July 2023 at 7pm.

### Councillors present

Councillor Guiterman, Councillor Anders, Councillor Berryman, Councillor Rawlings & Councillor Saundry.

### In attendance

No members of the public were in attendance

Town Clerk Mrs Harris was in attendance

### SC01/23 Election of Staffing Committee Chairman

Deputy Mayor Guiterman invited nominations for the position of Staffing Committee Chairman.

It was **resolved** that Deputy Mayor Guiterman is elected Chair of the Staffing Committee for the Civic Year 2022/23. Vote 5 in favour.

Deputy Mayor Guiterman took the Chair.

### SC02/23 Election of Staffing Committee Vice Chairman

Committee Chairman Deputy Mayor Guiterman invited nominations for the position of Staffing Committee Vice Chairman.

It was **resolved** that Councillor Rawlings is elected Vice-Chair of the Staffing Committee for the Civic Year 2022/23. Vote 5 in favour

### SC03/23 Apologies

Apologies were received and accepted from Councillor Ross.

#### **SC04/23 Declarations of Interest**

None

#### **SC05/23 Public Participation**

None

#### **SC06/23 Minutes**

It was **resolved** that the minutes of the Staffing Committee meeting dated 24 April 2023 are accepted, approved and signed by Deputy Mayor Guiterman. Vote 4 in favour, 1 abstention.

#### **SC07/23 Staffing Committee Terms of Reference**

The Staffing Committee Terms of Reference approved by Council on 02 May 2023 were noted by the Committee. Vote – 5 in favour.

#### **SC08/23 Office reconfiguration costs**

##### a) Computer cable and trunking costs

It was **resolved** to recommend to Council approval of cable and trunking costs. Vote – 5 in favour.

##### b) Phone costs

It was **resolved** to recommend to Council approval of all phone costs £13.99 x 2 user fees per month, 2 x new handsets £99, 1 x additional handset £73, BT line rental charges circa £30 per month and a one off set up fee of £90. The clerk was asked to investigate costings for a work mobile 'duty' phone.

Vote – 5 in favour.

##### c) Computer costs associated with fourth work station.

It was **resolved** to recommend to Council the approval of the cost of a further desktop computer, 2 screens, set up and office software costs (Circa £1,000).

Vote – 5 in favour.

##### d) Costs associated with installing a further light fitting on the end beam

It was **resolved** to recommend to Council the approval of the costs of installing a further light fitting on the end beam. Vote – 5 in favour.

##### e) Disposal of the salmon-coloured chairs

It was **resolved** to approve disposal of the 5 salmon-coloured soft chairs.

Vote – 5 in favour.

### **SC09/23 Kitchen & Quiet room costs**

- a) It was **resolved** to formally agree the works specification drawn up by Scott & Co Option B. Vote – 5 in favour
  
- b) Councillor Rawlings updated the Committee that subject to approval there would be a couple of minor variations to the Scott & Co specification. Namely, changing the lock on the door from the quiet room to the old Police office so that it works and some minor adjustments to the window catch so that it opens and closes properly. Councillor Rawlings further advised that the light fittings need changing and that he had contacted a firm in Truro regarding the fire doors.  
It was **resolved** to recommend to Council approval of these minor alterations. Vote – 5 in favour.
  
- c) It was **resolved** to endorse the request to use an off cut from the kitchen worktop & purchase 2 x bar stools for a rest area behind the door of the new quiet room. Vote – 5 in favour
  
- d) It was **resolved** to recommend to Council approval of the purchase of a further desk and chair for the quiet room. Estimate costs circa £250.  
Vote – 5 in favour.

### **SC10/23 Items for next agenda**

Cornwall Pension update

Training for Staffing Committee

The meeting closed at 8.35pm

Chairman

Date