



Lostwithiel Town Council - Staffing Committee Meeting

Wednesday 18 March 2026

Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Guildhall Wednesday 18 March 2026 at 6.30pm.

Councillors present

DM Rawlings, Councillor Anders, Councillor Guiterman, Cllr Henderson & Councillor Lindsay-Gale.

In attendance

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

In the absence of Mayor Berryman DM Rawlings requested nominations for Committee Chair.

SC01/25 Committee Chair

It was resolved to appoint DM Rawlings as Staffing Committee Chair.

Proposer Cllr Guiterman

Seconder Cllr Henderson

Vote – 5 in favour

SC02/25 Committee Vice Chair

It was resolved to appoint Cllr Henderson as Staffing Committee Vice Chair.

Proposer DM Rawlings

Seconder Cllr Guiterman

Vote – 5 in favour

SC03/25 Apologies

Apologies were received and accepted from Cllr Eastham.

SC04/25 Declarations of Interest

None.

SC05/25 Public Participation

None

SC06/25 Minutes 24 April 25

It was **resolved** that the minutes of the Staffing Committee meeting dated 24 April 2025 are accepted, approved and signed by Committee Chair DM Rawlings.

Proposer Cllr Anders

Seconder DM Rawlings

Vote – 5 in favour

SC07/25 Staffing Committee Terms of Reference

The Staffing Committee's Terms of Reference were noted by the Committee.

SC08/25 Office Hours – Monday - Friday

Prior to consideration of this agenda item Committee Members read papers submitted to the Committee by a member of the office team.

The Committee reviewed the 4 options put forward and it was **resolved** to instruct the Clerk to draft further options for consideration. Mindful of the information tabled at the meeting the Committee instructed the Clerk to ensure that on the new draft timetables at least one day every week all office team members are in the office together. The Clerk was further instructed to draw up revised timetables on the basis that the library is open on Saturdays twice a month.

Proposer DM Rawlings

Seconder Cllr Guiterman

Vote – 5 in favour

It was **resolved** that 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.

Proposer Cllr Henderson

Seconder Cllr Guiterman

Vote – 5 in favour

The meeting closed at 8pm

Chairman

Date