



Lostwithiel Town Council - Staffing Committee Meeting

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 13 September 2016 at 7pm.

Public Participation – None

Meeting Minutes

Councillors present

Vice Chairman Councillor Jewels,
Councillor Mrs Henderson, Councillor Hensman,
Councillor May, Councillor Mrs Parsons
& Councillor Watkins.

In attendance

Town Clerk Mrs Harris

No members of the public were in attendance

Public Participation

None

SC20/16 APOLOGIES

Apologies for absence were received and accepted from the following Councillors:-
Councillor Mrs Ross and Mayor Gillett.

SC21/16 DECLARATIONS OF INTEREST

None

SC22/16 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 9 August 2016 are accepted, approved and signed by Committee Vice Chairman Councillor Jewels as being a correct record.

SC23/16 NEW OFFICE UPDATE

The email from Cornwall Council received the consideration of the Committee it was **resolved** that the clerk is instructed to advise the Locality Team Leader that the Town Council intends to make some alterations to the upstairs of the building and as a consequence it will not be possible to access the Robes Room. However as an alternative the Council wishes to suggest that the microwave and stacking chairs could occupy the corner vacated by the Town clerk and if the items currently stored in the Robes Room could be boxed then they could be stored in the downstairs Town Council store room.

The clerk provided a verbal report on the Fire Officer's recent visit. It was **resolved** to authorise the purchase and installation of all items recommended by the Fire Officer.

SC24/16 NEW COMPUTER SYSTEM

The incapacity of the current computer to run the new printer was noted by the Committee. It was **resolved** to recommend to full Council that Council purchases one new computer as agreed under minute reference 374/15.

SC25/16 COMPUTER SOFTWARE

It was **resolved** to recommend to full Council the purchase of Council specific Financial Management Software at a first year cost of £799.50 plus VAT and an ongoing annual support and maintenance license fee of £113 plus VAT per annum.

SC26/16 ITEMS FOR NEXT AGENDA

None

The meeting closed at 8.15pm

Chairman

Date