



### **Lostwithiel Town Council - Staffing Committee Meeting**

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 8 November 2016 at 7pm.

Public Participation – None

#### Meeting Minutes

Councillors present

Committee Chairman Councillor Mrs Ross,  
Vice Chairman Councillor Jewels,  
Mayor Gillett, Councillor Mrs Henderson,  
Councillor May, Councillor Mrs Parsons  
& Councillor Watkins.

In attendance

Town Clerk Mrs Harris

No members of the public were in attendance

Public Participation

None

#### SC38/16 APOLOGIES

Apologies for absence were received and accepted from the following Councillors:-  
Councillor Hensman and Councillor Mrs Parsons advised that she would be a few minutes late.

#### SC39/16 DECLARATIONS OF INTEREST

None

#### SC40/16 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 11 October 2016 are accepted, approved and signed by Committee Chairman Councillor Mrs Ross as being a correct record.

#### SC41/16 NEW OFFICE UPDATE

It was **resolved** to ask the manufacturer of the partitions to identify fixing points and draw up plans for the first floor and to submit a Listed Building Consent application to Cornwall Council.

Councillor Mrs Parsons joined the meeting.

#### SC42/16 STAFFING FORMS

It was **resolved** to approve the Induction checklist, Holiday request form, Sickness self certification and sickness return to work forms as drafted.

SC43/16 LONE WORKER POLICY

It was **resolved to recommend** to Council the introduction of a SMS Lone Worker Policy at a cost of £60 per month for a minimum contract period and that system usage is reviewed prior to the expiry of the contract period.

SC44/16 STAFF DELEGATION

It was resolved to recommend to Council the implementation of the document as drafted with the exception of Other point 7 which should include emergency safety works.

SC45/16 ITEMS FOR NEXT AGENDA

None

The meeting closed at 7.45pm

Chairman

Date