



## Lostwithiel Town Council - Staffing Committee Meeting

Tuesday 12 December 2017

### Public Participation

None

### Meeting Minutes

A Meeting of the Town Council's Staffing Committee was held in Lostwithiel Library on Tuesday 12 December 2017 at 7pm.

### Councillors present

Committee Chairman Councillor Ross  
Committee Vice Chairman Councillor Hensman  
Mayor Jarrett & Councillor Henderson,

### In attendance

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

### SC21/17 APOLOGIES

Apologies were received and accepted from Councillor Hatton.  
The clerk advised the Committee that Councillor Duffin had also sent her apologies for the meeting and resigned from the Staffing Committee.  
It was **resolved** to make the appointment of Councillors to fill the vacancies an agenda item for the next full Council meeting.

### SC22/17 DECLARATIONS OF INTEREST

None

### SC23/17 MINUTES

It was **resolved** that the minutes of the Staffing Committee meeting dated 12 September 2017 are accepted, approved and signed by Committee Chairman Councillor Mrs Ross as being a correct record.

**SC24/17 STAFF APPRAISAL POLICY**

It was **resolved** to approve the Staff Appraisal Policy as drafted.

**SC25/17 WORKING WITH YOUR COUNCIL TRAINING**

It was **resolved** to approve the attendance of the Administration Assistant at a cost of £250 plus Vat plus mileage.

**SC26/17 SLCC PRACTITIONERS CONFERENCE**

It was **resolved** to approve the attendance of the Town clerk at a cost of £269 plus Vat plus mileage.

**SC27/17 SLCC TRANSFER OF COMMUNITY ASSETS TRAINING**

It was **resolved** to approve the attendance of the Town clerk at a cost of £95 plus Vat plus mileage.

**SC28/17 ITEMS FOR NEXT AGENDA**

None

The meeting closed at 8.15pm

Chairman

Date